





THE LIBRARY OF THE  
UNIVERSITY OF  
NORTH CAROLINA



THE COLLECTION OF  
NORTH CAROLINIANA

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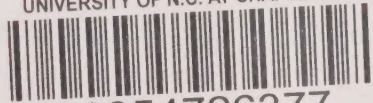
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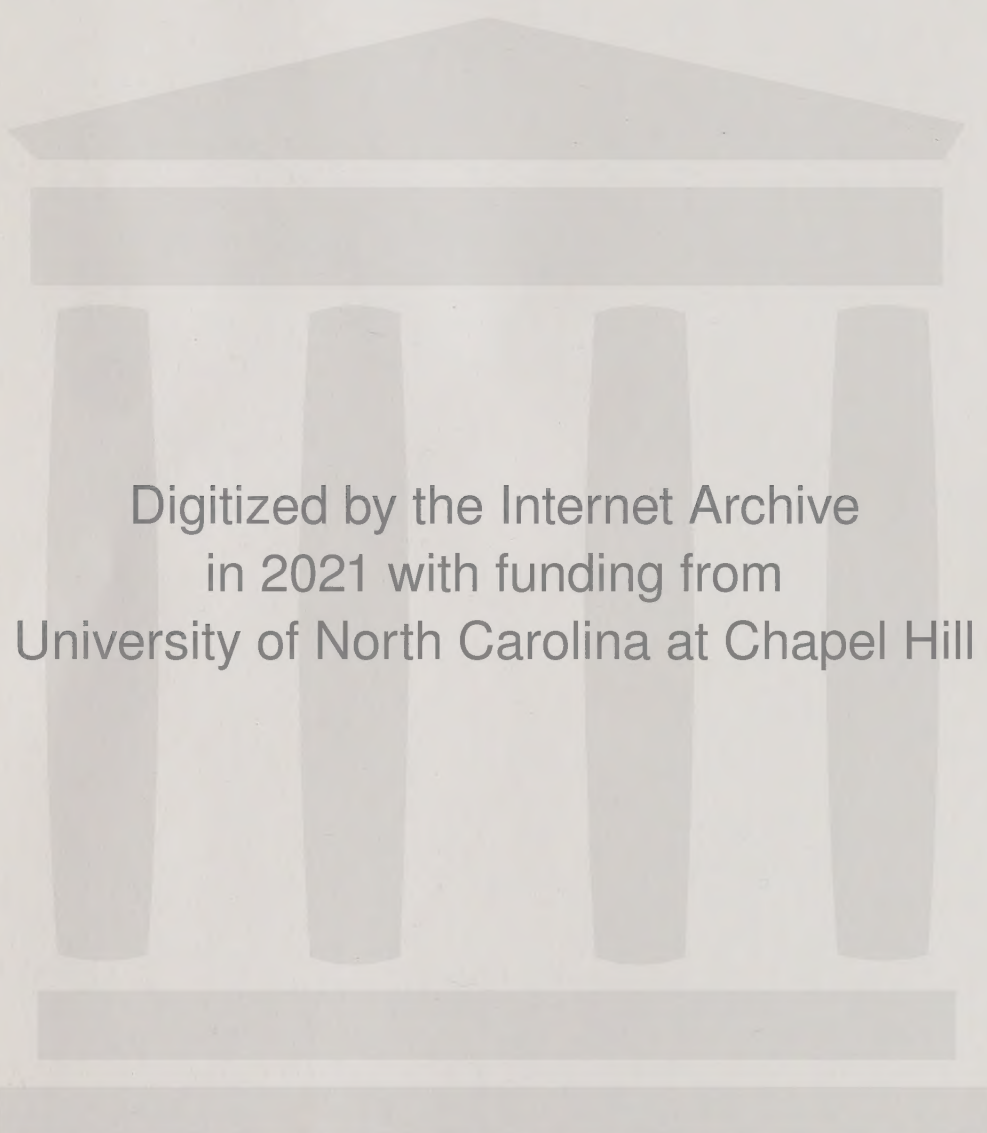
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# UNIVERSITY OF NORTH CAROLINA REPORT OF THE DIVISION OF LIBRARY AND LIBRARY SCHOOL

1938-1939

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## REPORT OF THE LIBRARIAN\*

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*To the President of the University:*

I have the honor to present the Report of the Librarian for the fiscal year July 1, 1938, to June 30, 1939, together with additional information concerning the general work of the Library to November 1, 1939.

It is possible to record only part of the total use made of a library, but according to the records, the facilities of the University Library are being used more extensively now than ever before. Statistics elsewhere in this report indicate that the use was considerably greater in 1938-39 than in the previous year, thus continuing a trend which began several years ago. From the standpoint of building up the collection, the picture for the past year is less gratifying. Some special funds for books were gained during the year, but the gain failed to make up for other special funds not continued after 1937-38. The total book fund for the year, therefore, has been closer to the actual state appropriation than in several years and the inadequacy of that appropriation was keenly felt by all concerned. The Administrative Board of the Library and the Library School has given some thought to Library finances and at the end of this report is a statement embodying some fairly definite recommendations looking toward improvement.

WENDELL W. SMILEY

After ten years of service in the University Library, Wendell W. Smiley went to the South Georgia State Teachers College at Collegeboro, Georgia, as Librarian, September 1, 1939. Mr. Smiley was placed in charge of documents in 1934, about a year after an active program of collecting documents had been inaugurated by the Librarian, Robert B. Downs. During the five years in which Mr. Smiley was in charge of the program, 1934-1939, special efforts were made to build up sets of state session laws, Supreme Court reports, House and Senate journals, accumulated departmental reports, and individual files of reports in the fields of insurance, labor, banking, education, taxation, and workmen's compensation. No actual count of state documents in the Library was available in 1934;

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\*Printed with funds from the Friends of the Library.



but the best estimate, based on partial count, indicates that the Library's holdings in this field did not exceed 25,000 items. On July 1, 1939, there were more than 117,000 state documents in the Library. This collection of state documents is rated as the best in the South.

Comparable progress was made in 1934-39 in the collection of federal documents. It was the period of the New Deal, and care was taken to secure as much of the vast flood of material issued by the New Deal agencies as possible. As a result, the collection in this field at North Carolina ranks with the best in the country. Numerous items were added to the serial set of Congressional publications. That set is now the most complete south of Washington, D. C.

#### NEW POSITIONS

It is a pleasure to report the addition to the Library staff September 1 of three full-time assistants and a fourth assistant for half-time. Miss Agnes Dolvin, a graduate of the School of Library Service at Columbia University and formerly an assistant in the library of the Rockefeller Institute for Medical Research, has taken charge of the library in the new medical building. Mrs. Katharine Weed, a graduate of the University of Illinois Library School with additional practical experience, has joined the staff of the main Library where she divides her time between the Periodicals and Reference Departments. Miss Lou Shine, who holds the degrees of Master of Arts and Bachelor of Arts in Library Science from this University, has accepted for a year a post in the Catalog Department. Mrs. James Godfrey, a graduate of the University of North Carolina School of Library Science who is completing her work for the degree of Doctor of Philosophy in history, is to devote half-time to the General College Library throughout the year, 1939-40.

During the summer when the ranks of the staff were decimated by vacations, the Reference, Catalog, and Circulation Departments were strengthened by five Junior Assistants each working thirty-five hours a week. All of these temporary reinforcements have proved highly beneficial and it is to be hoped that they can be made permanent soon.

#### CHANGES IN STAFF

Miss Henrietta Smedes, for years an assistant in the Department of Rural Social Economics, has been transferred to the Library staff where she is directly responsible to the Librarian. Through the cooperation of Professor S. H. Hobbs, arrangements have been made to broaden the scope of the library hitherto serving rural social economics, so that improved and more specialized library service can be given all scholars and students in sociology and social work.

In the spring of 1938, Miss Virginia Young resigned as first assistant in the Circulation Department and her place was filled by Mr. G. F. Shepherd (North Carolina '36). In the fall of 1939, Mr. Shepherd succeeded Mr. Smiley as head of the Documents Department. Mr. B. J. Caldwell (Southern California '39) was appointed as first assistant in the



Circulation Department and began work September 1. In the Library Extension Department Miss Nellie Roberson took leave of absence from July 1, 1939, to July 1, 1940. The responsibility for directing the work of that department in her absence was divided between Miss Annie Pickard and Mrs. N. B. Adams who were already in the department. Miss Frances Mullican (North Carolina '39) was added to the Library Extension Department as an assistant. Mr. Samray Smith (North Carolina '39) is assisting in the Catalog Department during the six months of 1939-40 in which Miss Elizabeth Thompson is on part-time leave.

#### ACTIVITIES OF THE STAFF

Miss Elizabeth Thompson prepared on request a report on "Recent cataloging activities in American libraries, 1934-39," for the Catalog Section of the American Library Association. The paper was read at the San Francisco meeting and is to be printed in the *Catalogers and Classifiers Yearbook*. Miss Thompson is at work now on a terminology study sponsored by the A.L.A. Committee on Library Terminology. Continuing her writing for the series of Library Extension Publications, Miss Cornelia S. Love prepared a third edition of her *Famous Women of Yesterday and Today*. Mr. O. V. Cook is completing for publication a short-title catalog of the incunabula in the Hanes Collection, and has carried numerous responsibilities not directly concerned with his department. Mrs. M. L. Skaggs and Miss Thompson are now carrying, in addition to their regular duties, the responsibility of assisting the editor of the *Union List of Serials* in getting an up-to-date record of the serial holdings of this Library. Miss Mary Thornton compiled, as she has done for the past six years, an annual bibliography of North Carolina books, published in the April issue of the *North Carolina Historical Review*, and has continued preparation for publication of a bibliography of North Carolina State Documents from the beginning of the colony to the present time. Miss Lucile Elliott has been working on a project sponsored by the American Association of Law Librarians, the object of which is to raise standards in the profession. She read a paper dealing with the problem at a meeting of the Association in San Francisco. Mr. W. W. Smiley received his Master's degree in Library Science from the University of Illinois in August, 1939. A committee of the younger members of the staff, of which Miss Katherine Skinner is chairman, has regularly gathered Library news to be submitted to the Secretary of the Association of College and Reference Libraries. The *U.N.C. Library News Sheet*, edited in 1938-39 by representatives of various departments, will be edited in 1939-40 by Mrs. Herbert von Beckerath supported by an Editorial Board consisting of eight additional members of the staff.

#### READING LOUNGE

In order to enliven interest in the readable books which are to be found in the four double-faced bookshelves on the second floor of the main Library, this space, directly in front of the circulation desk, has been converted into a reading lounge. Attractive upholstered chairs and



divans—ten pieces in all—were purchased at the end of the fiscal year and installed in September. The two sturdy oak benches have been moved to the ground floor in the vestibules just inside the doors. These two spaces have been set aside for smokers.

#### STAFF ROOM

A Staff Room Committee, of which Mrs. Herbert von Beckerath was chairman, has used a budget of \$206 in improving the accommodations of the staff room. The fund was so well managed that the committee succeeded not only in making the room more attractive and comfortable, but also in refurnishing the women's rest room. The latter contribution is one which will mean a great deal to the women students in the University.

#### FRIENDS OF THE LIBRARY

An effort has been made to weld the Friends of the Library into a more cohesive unit by keeping them informed about library matters. Through the cooperation of the editor of the *Alumni Review*, Mr. J. Maryon Saunders, arrangements have been made for a Friends of the Library page to appear each month in the *Review*. The page is reprinted and sent to those friends who are not on the mailing list of the Alumni Association. The plan has been in operation only since March, 1939, but experience since that time has convinced the officers of the association that the page is meeting a definite need. Copy is now prepared by the Librarian and charges of printing and mailing are paid out of a special fund of \$500 contributed by a friend of the Library who prefers to remain anonymous. The officers of the association are studying the possibilities of getting the page on a self-supporting basis.

Many letters have been written by the Secretary of the Friends of the Library, Mrs. Lyman A. Cotten, in answer to inquiries in regard to the various interests of the Library. As usual, she has been called upon to make a number of addresses.

#### COOPERATION WITH DUKE UNIVERSITY

There is no way to measure objectively the value of the cooperative program between the Duke University Library and the Library of the University of North Carolina, but there seems to be no doubt that the established policy of stretching both book budgets to cover as few duplicate purchases as possible, the extensive use of the duplicate card catalogs and the free interchange of library materials has made the two Universities each year more inter-dependent. The most tangible expression of this institutional inter-dependence is to be found in inter-library loans, which increased twelve times over from 1933-34 to 1938-39. Up to 1939, the two Universities had sent their library books back and forth by students traveling from one campus to another; but the expanding demand for loans has sharpened the necessity of placing the service on a more substantial footing. Accordingly, arrangements have been made for the joint operation of a station wagon. The first round trip was made



September 15, 1939. The two Universities have, even in a short time, found additional uses for such a schedule and indications point toward the increasing importance of the station wagon as a vehicle of intercommunication.

#### LIBRARY UPKEEP FUND

Several funds held in trust by the University have been set up together as the Library Upkeep Fund and the income is to be spent under the direction of the Librarian for library purposes. During the first year the income amounted to \$2,374.85. The entire sum was used in making book purchases. Acknowledgment should be made of the assistance of Mr. L. B. Rogerson, Assistant Controller, in gaining access to this supplementary source of income.

#### THE CAROLINA INN

In 1935, the Carolina Inn was given to the University by John Sprunt Hill, with the stipulation that any earnings above operating expenses should accrue to the Library. The benefits of this gift began to be felt in the fall of 1939. With a new annex erected from funds secured in part from the Public Works Administration, the Inn should, with the retirement of the bonded indebtedness, become a valuable source of income for the Library.

#### THE HANES COLLECTION

In a survey of incunabula in American libraries published in July, libraries are listed according to the number of incunabula in their possession. The 489 incunabula and fragments of incunabula in the Hanes Collection for the Study of the Origin and Development of the Book places the University of North Carolina in ninth place. Of the college and university libraries only the libraries of Harvard University (1860 incunabula), Brown University (622), and Williams College (588) stand ahead of North Carolina. The other five of the eight libraries having more incunabula than this University are the Huntington Library (5189), the Library of Congress (3602), J. P. Morgan Library (1800), Newberry Library (1634), and the Free Public Library of Philadelphia (628). Among the state universities the University of North Carolina comes first. No other southern library appears among the first twenty-five names on the list.

#### SOUTHERN HISTORICAL COLLECTION—DR. HAMILTON

This year marks the conclusion of a decade during which Dr. J. G. de Roulhac Hamilton has served as Director of the Southern Historical Collection and is therefore a suitable occasion to review briefly the progress of the Collection.

The appointment of the Director was made in January, 1930. Two years earlier, in December, 1927, the plan of building a southern historical collection of national significance had been announced. The work of gathering material had proceeded with such time as Dr. Hamilton could spare from his regular duties. The only source of support then was a



modest grant for traveling expenses from the Institute for Research in Social Science. In 1929 he resigned his post as Head of the History Department and, with a leave of absence for a quarter, demonstrated that valuable source material could be secured in abundance if sought on the field. Upon being appointed Director in 1930, he was relieved of all teaching for two quarters each year, and since 1935 he has given his entire time to the work of the Collection.

Approximately two million pieces of manuscript have been brought into the Library to date, and probably as many more have been promised. Numerous valuable books, pamphlets, and newspapers as well as maps, prints and portraits have also been acquired. These materials touch every phase of southern life and thought, and will be particularly helpful to students of the plantation and civil-war periods.

The organization of the material was delayed by the depression, but in 1932, Mrs. Lyman A. Cotten was put in charge of this work and the sorting and arranging of the letters and documents began. Her efforts were supplemented later by workers connected with the CWA, the WPA, and the Historical Records Survey. Roughly a million and a quarter letters and documents and three thousand manuscript volumes have now been surveyed and arranged for the use of investigators. The Historical Records Survey has prepared a guide to the Collection, covering nearly nine hundred individual collections, which will be published in 1939-40 in the *James Sprunt Studies in History and Political Science*.

A southern bibliography, undertaken in 1934 as a CWA project, now embraces more than 125,000 cards. Work on this project has been stopped temporarily because of the pressure of other duties.

In the work of collecting, Dr. Hamilton has traveled more than three hundred thousand miles, mostly by automobile, has visited all of the fourteen states with which the Collection is concerned, most of them many times, and has also worked in Pennsylvania, New York, Massachusetts, Rhode Island, Indiana, Illinois, Arizona, California, Utah, and Colorado, in all of which states are accumulations of southern manuscript material.

The Collection as it stands today is above all else the result of the unflagging zeal of the Director, but in another way it is the result of donations made by friends spread across the entire continent. Many have given collections, others have given money for salaries, travel, equipment, or for purchasing unusual collections. Of a total of some \$98,500 spent in building up the Collection, the State of North Carolina has contributed about \$2000—roughly two percent.

The next step is to put the Collection on a firm financial basis.

#### NORTH CAROLINA COLLECTION—MISS THORNTON

Since the Collection is the most complete body of printed material relating to North Carolina in existence, it must serve as a reference library for the people of the state as well as for the students at the University. A marked increase in its use by visitors from out of Chapel Hill has been noted during the year. Newspaper reporters, school chil-

dren, officials of state departments, students and professors from other colleges, as well as authors, have used its resources. The Collection has become a laboratory for writing books and articles about the state.

Numerous letters have been written in response to requests for information. In addition to handling these individual requests coming through the mails, the practice of doing as much constructive bibliographical work as possible was continued. An example of this work, the intention of which is to make the collection as serviceable as possible, is the completion of an index to the Kemp Plummer Battle Scrapbooks, twelve volumes of which deal with the history and biography of North Carolina in the 1880's and eight volumes with the University for the same period.

The Collection now numbers over 60,000 items, all of which are cataloged or classified for use.

A list of donors will be found elsewhere in this report. Omitted from this list are the institutions, societies, and departments of the state whose ready response to requests for their publications has played a large part in the growth of the Collection. The continued financial support of John Sprunt Hill is gratefully acknowledged.

#### ORDER DEPARTMENT—MISS LOVE

The new books accessioned for the year fell off by about 1,570 from the preceding year. Documents and bound periodicals increased; gifts and exchanges decreased. The chief decrease, however, was in books purchased.

A tendency in acquiring library materials which has been developing in the University during recent years is to resort to funds outside the library budget. The chief sources of these outside funds have been (1) departmental appropriations for equipment, and (2) student fees. In 1936-37 five departments used outside funds, in 1937-38 eight departments, and in 1938-39 twelve departments. The chief danger in this tendency lies in the disadvantage of the department which does not have access to equipment funds or student fees.

After periodicals, continuations, bindings, replacements, express, and freight were paid, only \$7,404 of the state appropriation for books was left for the general library and forty-one departments. Such a slender figure has made additions to regular library funds very urgent and explains why increasing dependence has been placed on departmental equipment budgets and gifts.

The chief need of the Library, from the standpoint of the Order Department, is for a sum of money which is not divided up at the beginning of the year, but which may be utilized for extraordinary purchases such as taking advantage of special sales, back runs of periodicals, materials for new courses or a new professor, and offers of rare materials; for securing borderline material of interest to various departments; and for material, such as college and university publications not available on exchange, which is necessary for a well-rounded collection but which may not always be recommended for purchase at the moment by a member of the faculty.



A financial statement prepared by the Order Department appears under "Library Statistics" at the end. In that statement, expenditures for books represent invoices which have cleared through the Order Department. The statement does not agree in every particular with the figures from the Controller's office presented in the supplementary statement at the end of this report; but the difference is insignificant and is due mainly to the fact that not all of the invoices which cleared the Order Department before the end of the fiscal year had been paid when the books in the Controller's office were closed.

#### DISTINCTIVE GIFTS AND PURCHASES

##### *Gifts*

From Bowman Gray, Jr., Diderot's *Encyclopédie*, including Plates, Tables, and Supplements.

From Lawrence S. Thompson, German and Scandinavian texts, novels, etc.

From the International Relations Club, recent books on economics and government.

From the *Southern Economic Journal*, fifty volumes of new books on economic subjects.

From the Swedish Government, eight books descriptive of Sweden.

From the Carl Schurz Memorial Foundation, Rudolf G. Binding's *Gesammeltes Werk*.

The French Ministry of National Education added nearly 200 volumes to their previous gift, chiefly in *belles lettres*.

##### PURCHASES

The General Library purchased the 1939 edition of the *Encyclopedia Americana*; reprint set of Poole's *Index to Periodical Literature*; Facsimile Text Society edition of Defoe's *Review*; *General Index to the Sessional Papers of the House of Lords, 1801-59*; *General Index to the Bills, Reports, Estimates, Accounts and Papers of the House of Commons, 1852-99*; Schück, *Illustrerad Svensk Litteraturhistoria*; Sveriges, *National-litteratur*.

The English Department, the six-volume edition of Emerson's *Letters*, issued by the Columbia University Press; Block, *The English Novel, 1740-1850*; *Mirroure for Magistrates*, edited by Lily B. Campbell; a seventeenth century manuscript, "Dialogue on Religion"; Walpole's *Correspondence with the Rev. Wm. Cole*.

The Fine Arts Department, Potter, *Romanesque Sculpture*.

The German Department, Reprint of Schiller & Lübben's *Mittelnieder-deutsches Wörterbuch*; Fischer, *Schwäbisches Wörterbuch*; *Schweizerisches Idiotikon*.

The History Department, *Calendar of Close Rolls, Henry III*; *Collection des Mémoires Relatifs à la Révolution Française*.

The English, History, Latin, and Romance Departments joined in the purchase of Monte Cassino, *Codicum Casinensium*.

The Department of Mathematics, *Colloquium Series*.

School of Medicine, *Clio Medica*; Cold Spring Harbor, *Symposia on Quantitative Biology*.

The Music Department, *Bach-Jahrbuch*, 1904-35; Brahms, *Sämtliche Werke*; Orland de Lassus, *Sämmtliche Werke*.

Department of Physical Education, about 125 volumes on the various sports, rules, coaching, hygiene, etc.

Political Science Department, *British Yearbook of International Law*, 1930-date; 20-odd older French books of historico-economic significance.

Department of Public Welfare, Great Britain Commissioners on Charities and the Education of the Poor, *Reports*, 1819-40; and early books and reports dealing with the history of England's charitable institutions.

The Department of Romance Languages, Bouchet, *Les Serées*; Dinaux, *Trouvères, Jongleurs, et Ménestrels*; Dr. Leavitt purchased most advantageously in South America more than a hundred Spanish books, including sixty-five volumes of collected plays, and a set of Lope de Vega's *Obras*.

Standing orders were placed for the following continuations: American Mathematic Society, *Colloquium Publications*; *Annual Bulletin of Historical Literature*; *British Yearbook of International Law*; *Burns Chronicle and Club Directory*; Cold Spring Harbor, *Symposia on Quantitative Biology*; Folger Shakespeare Library, *Publications*; *Annual Bibliography of the History of British Art*; Musical Association of London, *Proceedings*; Nervo, *Obras*; *Oxford History of England*; *Princeton Mathematical Series*; Public Administration Service, *Publications*; *Publications in Mediaeval Studies*; Rutgers University, *Studies in English*, *Studies in Spanish*; *Schweizerisches Idiotikon*; Shakespeare's *Plays*, edited by George Lyman Kittredge.

#### CATALOG DEPARTMENT—MISS THOMPSON

The Catalog Department in the past year has cataloged nearly a hundred more titles than during the preceding year, but the number of cards prepared has decreased slightly. Since the purchase of a new electric erasing machine, a good deal of revision has been done in changing the form of many subject headings. Students withdraw the cards and do the erasing and typing, but the actual revision often requires considerable work on the part of a professionally trained cataloger in deciding on the new headings to be used.

NYA students contributed more than 1500 hours to the Department for work in filing, typing, and changing headings. The time of students marking books is not included, as that work spreads over several departments. Of the total NYA time some 900 hours were spent by three students in filing depository catalog cards. With a large number of cards coming in, the filing has not been kept up to date. Filing in the Duke catalog of State College cards has been done by a junior assistant with fifteen hours a week from the opening of the University in the fall until summer school started. About half of the State College cards are now filed, and current cards are filed as they arrive.

Some time and effort went into a special statement concerning staff needs which was prepared at the request of the Librarian for presentation



to the Administration. With the welcome addition of a full-time clerical assistant, it is hoped that catalogers will be relieved somewhat from petty clerical work and that eventually the mass of uncataloged books and pamphlets will be assimilated into the library system.

A new 45 drawer catalog case received the last of the year will allow expansion of the shelflist and other files of the Department. Some data on multigraphing and mimeographing machines are being collected to aid in deciding on the kind of mechanical duplication of cards the Library should adopt in the near future.

#### CIRCULATION DEPARTMENT—MR. COOK

Early in the depression the use of the Library appears to have dropped. In later years, however, there has been a constant increase in the number of volumes circulated. The 532,600 for the last year is 14.5 % greater than the total for 1937-38. Correspondingly, per capita use is higher than before, each student averaging about 41 books a quarter.

Loans to other libraries also reached a new high last year. Altogether 1,923 volumes went out to 138 institutions. Of the total number of volumes lent to other libraries, 1,818 went to 91 institutions in the South and 40 of these borrowers were small college and public libraries in the state of North Carolina. Of all borrowers, Duke University is well out in front with 1,188 books.

During the first year the present building was occupied in 1929-30, 12,663 books were consulted in carrells. Last year this figure climbed up to 32,765. As the number of books used in the reserve room tends to reflect the work of the undergraduates, so the use of books on carrells reflects the work of graduate students. The number of books used on carrells is about twice the number of volumes of fiction lent to students, faculty, and townspeople.

The Department is now beginning to feel the beneficial effects of the junior-staff plan inaugurated last year. The fact that without any other increase in the regular staff about 15 percent more books were handled last year than in the previous year indicates the practicality of employing fewer students for longer hours and thus stabilizing the staff.

#### REFERENCE DEPARTMENT—MISS FAISON

The Reference Department ended the fiscal year 1938-39 with the satisfaction of being able to report progress in its work. The number of requests for information and other reference service showed a healthy growth, an approximate 22 per cent increase. The increase in titles borrowed from the State College Library was 100 percent—evidence of the potential benefits to be gained from the regional catalog being developed by this Library.

Through the assistance of two graduate NYA students, longer hours of reading room supervision were given than had been found possible before. Fifteen talks on bibliographical problems were given to graduate groups in English, history, and education. The transfer of the main reference



desk from the south to the outer wall of the rotunda room gave the staff more comfortable working quarters and increased the effectiveness of room supervision. Since the new working quarters are shared jointly by the Documents Department, it has been possible better to coordinate the work of these two departments.

The student body for the summer quarter has been undergoing a change over a number of years which has an important bearing on the reference service. The proportion of school superintendents, high school principals, and other mature students working toward higher degrees is now very high. The summer quarter statistics show that the demands for reference service during June, July, and August were 50 percent greater than they were for the preceding September through May period. This past summer's experiment of adding two professionally trained junior assistants to the staff to serve as substitutes while the two regular staff members were on vacation made it possible to offer the usual schedule for service to these summer people.

#### PERIODICAL, EXCHANGE, AND BINDING DEPARTMENT—MRS. SKAGGS

The work of this Department during the year has consisted chiefly of the following: ordering, receiving, and distributing 4,284 current periodicals; preparing 4,278 volumes for the bindery; accessioning and cataloging 3,250 volumes; circulating 4,367 unbound periodicals; answering 1,946 questions pertaining to periodicals, as addresses, etc.; receiving and acknowledging 2,173 pamphlets, books, back volumes of periodicals, and 644 dissertations on exchange account, and sending to other libraries 456 items in like manner.

Continuing the policy of the Library to strengthen the periodical collection, the following sets were added either by purchase or gift: *American wool and cotton reporter*, 17 volumes; *Association des anatomistes-Comptes rendus*, 27 volumes; *Board of trade journal*, 19 volumes; *Cotton*, 11 volumes; *Engineering and mining journal*, 35 volumes; *Financial review*, 8 volumes; *L'Illustration*, 10 volumes; *Indogermanische forschungen*, 26 volumes; *Internationale bibliographie der zeitschriftenliteratur*, 33 volumes; *Journal der pharmacie für aerzte, apotheker und chemisten*, 25 volumes; *Literary digest*, 14 volumes; *Die Literatur*, 11 volumes; *Magazine of Wall street*, 24 volumes; *Magazine of western history*, 8 volumes; *Music and letters*, 8 volumes; *National real estate journal*, 13 volumes; *Neues jahrbuch für pharmacie und verwandte fächer*, 20 volumes; *Oil and gas journal*, 38 volumes; *Pan-American geologist*, 12 volumes; *Repertorium für die pharmacie*, 63 volumes; *Revue des bibliothèques*, 35 volumes; *Sales management*, 27 volumes; *Santa Fé y Bogotá*, 13 volumes; *Steel*, 17 volumes; *Textile institute-Journal*, 14 volumes; *Traffic world*, 28 volumes; *U. S. tobacco journal*, 29 volumes; *United States review*, 21 volumes; *Vierteljahresschrift für praktische pharmacie*, 19 volumes; *Zietschrift für deutsche wortforschung*, 15 volumes; *Zeitschrift für kristallographie*, 31 volumes.

The following new periodicals were added to the subscription list: *American ceramic society-Journal*, *American lawn tennis*, *Athletic journal*, *Beach*

and pool, Best's life insurance news, Bibliographic index, *Bibliographie de philosophie*, Book digest, *Bullettino della commissione archeologica comunale di Roma*, Current geographical publications, *Epigraphica*, Food research, *Indogermanische forschungen*, Journal of politics, Journal of unified science, *Letras de Mexico*, Life insurance courant, Metals and alloys, Municipal sanitation, National formulary committee-Bulletin, *Norsk tidsskrift for sprogvidenskap*, *Osiris*, Pan American geologist, Print collector's quarterly, Psychosomatic medicine, *Revista Iberoamericana*, Scholastic coach, Secondary education, *Société de biologie et de ses filiales et associées-Comptes rendus des séances*, *Société de linguistics de Paris-Bulletin*, South Carolina historical association-Proceedings, Southern literary messenger, Soviet Russia today, Tokyo gazette, Torrey botanical club-Memoirs, World education, *Zeitschrift für vergleichende sprachforschung auf dem gebiete der indogermanischen sprachen*.

The Library now has a periodical collection of 70,437 volumes. Each year many volumes are brought in through exchange relations with other institutions. Noticeable among those added during 1938-39 were: *Akademie der wissenschaften in Wein-Sitzungsberichte*, 17 volumes; *American journal of obstetrics*, 16 volumes; *American journal of roentgenology*, 21 volumes; *Current researches in anesthesia and analgesia*, 8 volumes; *International abstracts of surgery*, 24 volumes; *International clinics*, 38 volumes; *Medical record*, 7 volumes; *Radiology*, 13 volumes; *Retrospect of practical medicine and surgery*, 31 volumes; *Revue politique et littéraire; revue bleue*, 40 volumes; *Southern planter*, 10 volumes; *Surgery, gynecology, and obstetrics*, 31 volumes; *Virginia, University, Extension series-Record*, 10 volumes.

#### DOCUMENTS DEPARTMENT—MR. SMILEY

In the fall of 1938 when the change was made in the Reference Room more adequate facilities for the Documents Department office were provided. In the new office, activities which had been carried on in four different parts of the building were consolidated in one central place. Through this department, 24,497 items were added to the Library during the year.

Beginning January 1, 1939, the act passed by the second session of the seventy-fifth Congress broadening the distribution of United States publications became effective. Under the new law the Library now receives much material not received heretofore. Encouraging progress was made on the filling in of the gaps in the files of state House and Senate journals.

For the last six years the emphasis has fallen on the collection of documents on the assumption that they should be secured while they are available. Consequently, material has been acquired faster than it has been arranged and recorded. The major task before the department, besides furnishing regular service, is to organize the tremendous amount of material thus collected. How rapidly this task can be performed will depend on the provision of staff and space not yet in sight.



## GENERAL COLLEGE LIBRARY

The General College Library circulation for 1938-39 increased 78.1 percent over the circulation for 1937-38, which in turn had seen the largest circulation since the collection was established. Altogether, 100,468 books were charged in 1938-39.

This room continued to be operated entirely with NYA student assistance. The need for a trained person to be in direct charge of the work is becoming critical.

## MICROPHOTOGRAPHY DIVISION

Mrs. B. F. Bullard of Savannah, Georgia, has continued her interest in the work of this division and has bought some valuable pieces of equipment for the laboratory. Plans are under way for some important projects for the copying on film of material for the Library.

Consideration is being given to the possibility of publishing selected theses by means of film.

## LIBRARY EXTENSION DEPARTMENT—MISS ROBERSON

The sum of \$555.92 was spent for books and periodicals and \$1348.76 was received in rental fees and overdue fines. The six annual publications cost \$689.55, and have earned at the close of the fiscal year \$580.12. Due to delayed publication, their actual earnings do not show in the present report. The five volumes of Library Extension Publications published since 1934 have cost \$4390.01, and have earned \$6157.12. The earnings of these publications are cumulative over a period of years, since the older numbers continue to sell.

These study bulletins were used by 142 registered clubs last year, of which 56 were in North Carolina. Their use, however, is not restricted to clubs. There were 214 libraries in 41 states registered as regular subscribers to this series of Library Extension Publications. The largest number of subscribers were from Ohio, New York, and Iowa, with 17, 16, and 15 libraries subscribing respectively. Ten libraries in North Carolina subscribed. Packages of books and bulletins were sent to 12,453 individuals. There was a marked increase in the number of teachers and librarians applying for assistance.

## BULL'S HEAD BOOKSHOP

The existence of the Bookshop makes available for extension use books which the Library would not ordinarily be able to buy for that purpose. Moreover, through the Bookshop the authors of the Library Extension Publications are able to have a wide range of choice in selecting books to be included in the six bulletins published annually. This kind of service is made possible through rentals and sales, the income from which is put back into the stock and the service of the shop.

While the service of the Bookshop to the citizens of the state is thus indirectly of considerable importance, it exists primarily to serve local needs. The use of the shop by students has grown steadily. It gives them

an opportunity to handle and read the new books, many of which the Library would not feel justified in buying. The function of the shop is interpreted as both educational and recreational; an effort is made to present to students interesting books of good literary quality in an atmosphere which is conducive to reading.

#### COMMERCE LIBRARY—MRS. VON BECKERATH

The circulation last year was over 50,000 volumes, an increase of a hundred percent in five years and in a room that will accommodate a maximum of only 48 readers at a time. Crowded conditions continue to impede the service, to distract the students, and to create general confusion.

Over a thousand volumes were added to the Commerce Library during the past year. Some of these additions were gifts, the most important of which was a set of the proceedings of the State Bankers Association and a valuable collection of insurance periodicals, annuals, etc., donated by the Jefferson Standard Life Insurance Company of Greensboro, North Carolina. Other additions were bound volumes of journals which had been accumulating until funds for binding were made available. Additions through purchase were limited, because of the book budget, to the most pressing current needs. The allotment from the regular library budget was supplemented by expenditures from the maintenance fund of the School of Commerce and the student book fees.

The Commerce Library news sheet continued to be a regular feature of the work and was issued at intervals throughout the year.

#### LAW LIBRARY—MISS ELLIOTT

In 1938-39 the recorded use of the Law Library trebled. The increased use was gratifying, but it came without an increase in the regular staff and thus made the task of maintaining high standards of efficiency extremely difficult.

The limited funds available for books has led the Law Librarian to intensify her efforts to secure needed material by exchange and gift. The extent of the difficulty may be realized when it is pointed out that three-fourths of the budget is now encumbered by subscriptions to periodicals. This leaves only a small sum with which to purchase separates, to fill in gaps, and otherwise to round out the collection.

The new material secured by means of exchange included a miscellaneous collection of early state laws from the Documents Clearing House sponsored by the American Association of Law Libraries. From triangular deals with the lawyers of the state came four partial sets of state reports which went far toward filling out a complete section of state supreme court reports. Sample copies of every legal periodical not now on the exchange list were secured, with the idea of adding all to the list which were worthy and thus attaining a complete periodical section.

Two alumni of the school, H. M. Robins and B. E. Ellisburg, contributed old North Carolina documents and recent publications which



were put into immediate use. Professor Thomas Reed Powell, of the Harvard Law School, leading authority on Constitutional Law, presented the library with a full collection of his short articles, which have since been bound. The most notable donation received during the year was a one hundred volume library of fundamental legal texts done in Braille from the Library of Congress. The University of North Carolina Law Library has been designated as a depository for this material in the Fourth Judicial Circuit and is one of ten depositories to receive a collection of this kind.

## GEOLOGY LIBRARY—MISS AVERITT

Hours of opening were lengthened to help meet steadily growing demands on the Library. Four students have assisted the librarian in carrying the new schedule. Reference work done for graduate students increased during the year due to the continued increase in the number of graduate students in the department. Three hundred and thirty bound volumes were added to the collection during the year.

## LIBRARY STATISTICS

1938-39

*Acquisitions—Books*

Gifts from individuals, societies, and institutions.....	2,582
Documents, Federal and State (accessioned).....	724
Exchanges (cataloged).....	1,745
Bound volumes of periodicals from the bindery.....	3,011
Volumes through purchase.....	7,086

Total number of volumes received, 1938-39.....	15,148
Total number of volumes withdrawn.....	1,082
Total number of volumes in Library, June 30, 1939.....	373,986

*Circulation*

Books loaned at desk of Main Library.....	148,172
Books loaned in Reserve Reading Room.....	151,840
Books loaned in General College Library.....	100,468
Books loaned in Departmental Libraries.....	132,120

Total circulation in Chapel Hill.....	532,600
Books, pamphlets, etc., mailed to clubs, schools, individuals, etc.....	30,382

Grand total circulation.....	562,982
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*Inter-Library Loans*

Volumes borrowed from other libraries.....	1,553
Volumes loaned to other libraries.....	1,923

*Catalogue Department*

Total number of volumes cataloged.....	13,529
New cards added to main catalog.....	33,465
New cards added to departmental catalogs.....	8,152
New cards for the Duke catalog.....	5,870
Total number of catalog cards made.....	47,487

## REPORT OF THE LIBRARIAN

## LIBRARY FINANCES

*Receipts*

University appropriation, books, maintenance, salaries.....	\$ 87,996.49
Gifts.....	8,937.09
Miscellaneous receipts (fines, etc.).....	2,331.67
Total.....	\$ 99,265.25

*Disbursements*

Books.....	\$ 8,372.04
Continuations (serials, yearbooks, etc.).....	4,060.56
Periodicals.....	7,639.41
Bindings.....	4,927.79
Building Equipment.....	1,851.20
Postage.....	1,726.44
Printing.....	1,941.07
Repairs.....	295.68
Supplies.....	3,160.58
Telephone and Telegraph.....	330.51
Salaries.....	52,243.42
Wages.....	3,779.46
A. B. Andrews Fund.....	254.52
Baskerville Memorial Fund.....	11.69
W. R. Davie Fund.....	540.83
General College Library.....	2,506.18
Kenan Chemistry Library Fund.....	884.85
Kistler Fund.....	930.46
Library Upkeep Fund.....	2,374.85
North Caroliniana Fund.....	80.88
Oxford Group Fund.....	10.35
Pruden Fund.....	772.16
Race Cooperation Fund.....	288.10
Katharine Morris Shipley Fund.....	20.84
F. A. Sondley Fund.....	244.97
H. O. Taylor Fund.....	16.41
Total.....	\$ 99,265.25

## Book funds outside regular library budget:

School of Commerce.....	\$ 2,243.89
School of Law.....	1,793.42
School of Library Science.....	627.33
Division of Public Health.....	181.47
Department of Chemistry.....	9.48
Department of Geology.....	38.37
Department of Music.....	600.92
Department of Physical Education.....	261.10
Department of Physics.....	109.39
Department of Psychology.....	129.00
Department of Public Welfare.....	146.74
Department of Zoology.....	37.57
Teacher Librarians Fund.....	136.73
Temple Hatch Memorial Fund.....	247.00

Total.....	\$ 6,562.41
Total from all sources for books, periodicals, bindings.....	\$ 40,499.30

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# THE DEVELOPMENT OF THE UNIVERSITY LIBRARY

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## THE LIBRARY AND THE DEPRESSION

The Annual Report of the Librarian last year contained an analysis of the development of the Library from 1928, the last year in the old Carnegie Library building, through 1937-38. The object was to find out where the forced economies of the depression had left us. It was found that the University as a whole has made more progress in recovering ground lost during the depression and in moving ahead than the Library. For example, expenditures for instruction personnel, the largest single item in the University budget, were found not only to have regained the pre-depression total; they have risen above that total by a third.<sup>1</sup> On the other hand, expenditures for library personnel were found still to be below the pre-depression level by 10 %—that is, 4 % more than the regular salary cut now in effect. Similarly, while the size of the student body and the faculty has each shown a healthy increase in the last ten years and expenditures for the University as a whole have increased in proportion, the University spends less for library materials (books, journals, etc.) today than it spent ten years ago. In spite of this lag in the development of the staff and the facilities of the Library, it was found that increasingly heavy demands had been made on it—demands in themselves gratifying to note but difficult to meet with the internal development of the Library paced slower than that of the University considered as a whole.

The conclusion may be stated in another way. The student stands close to the center of the University budget. The University seeks to teach him and to provide him with library facilities, to look after his health and general welfare, and to keep up with him from the time he applies for admission till he graduates. In recent years, no department of the University has received more financial support than it has needed, but with some departments the times have been especially severe. The Library is one such department. In the graph on page 20, the costs of teaching students, of seeing after their health and general welfare, winter and summer, have been added together and compared with the basic costs of providing library service. The combined costs, including the library costs, represent 65 % of the total expenses of the University in 1938-39 and the comparison indicates the financial handicap under which the Library—which serves a larger University than ever before—is doing its work.

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<sup>1</sup>The rise in the total is due rather to the increased *size* of the faculty than to individual salary increases. Individual salaries for faculty and library staff alike have not yet regained the pre-depression level.

## REPORT OF THE LIBRARIAN

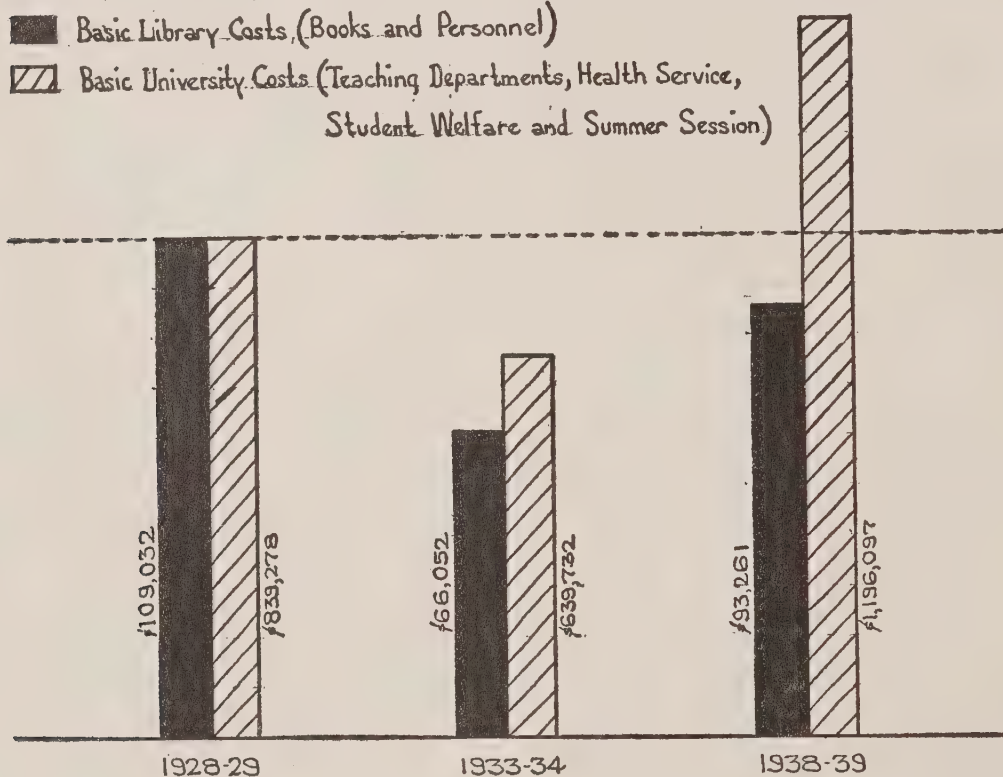
## THE LAST SESSION OF THE LEGISLATURE

In the year that has intervened since the original analysis was made, the State Legislature has been in session. It approved an increase of \$500 in the book budget, salary increases totaling \$500 (base), and made possible one addition to the staff. Other reinforcements to the staff came, but they were the result, not of increased appropriations from state funds, but of emergency dispensation of special funds by the President, the Assistant Controller, and the Dean of the General College. In short, the long-range solution—it seems fair to say—will have to come through increased appropriations from the State, and to date the Legislature has barely scratched the surface of the problem.

## Basic Library Costs and Certain Basic University Costs

■ Basic Library Costs (Books and Personnel)

▨ Basic University Costs (Teaching Departments, Health Service, Student Welfare and Summer Session)



The selected costs in this graph represent 65% of the total expenditures of the University in 1938-39 and cover most of the major functions of the University having to do directly with students. Library service is one of these functions. For every \$1.00 spent for library books, staff salaries, and student wages in 1928-29, the University spent only 86c in 1938-39. For every \$1.00 spent for teaching and looking after student health and welfare in 1928-29, the University spent \$1.43 in 1938-39. That this altered ratio of 86 to 143 is fairly typical of the relation between library expenditures and total expenditures of the University is shown by the fact that for every \$1.00 spent in 1928-29 by the University as a whole \$1.40 was spent in 1938-39.

## THE NEXT BIENNIUM

The other side of the story is that the case for the Library was presented too late for the last Legislature to do much about it. Since the state budget begins to take shape some months before the Legislature convenes, the University may wish to begin at once to consider what



should be done about its Library for the biennium 1941-43. To this end, the statement made last year will be brought up to date. What follows will perhaps make last year's analysis a little more pointed; but the general principles, aims, and conclusions stated there are presupposed in what is said here.

## I. THE BOOK BUDGET

### HOW MUCH MONEY DOES THE UNIVERSITY NEED FOR BOOKS?

Book needs vary from one university to another, depending upon the size of the faculty and the student body, the fields of emphasis, the volume of research, etc. Taking the program of the University of North Carolina as we find it in 1939, how much money should be spent annually or biennially for books to support it?

Some little effort has been made in recent months to prepare an answer to this question. After discussion of the problem by the Administrative Board of the Library and Library School, the Deans of Schools and Heads of Departments came together to consider it. It was agreed that each school and department should prepare, on the basis of its experience and appropriate bibliographical guides, financial estimates of the book needs for the biennium 1941-43. The following is quoted from a letter written to these Deans and Heads of Departments after the conference, in which letter a method of procedure was developed at some length:

The object is to outline, department by department, a proposed book budget based on the program of instruction and research actually being carried by the faculty at the present time. A book budget prepared in collaboration with the various departments should be more reliable than one prepared by the librarian working by himself. The procedure is better calculated to take every interest of every department into full account, it will call attention to the book budget as the problem of the University as a whole, and it should remove any limitations which might affect the work of a single man.

Obviously, no upper or lower limit for estimates can be fixed at this time. Care should be taken to see to it that the figures are not inflated, but there should be no hesitance in stating frankly what is needed to buy the books your department should have to do its work effectively. The whole effort is pointless except as it represents a conscientious attempt to state as precisely as possible the amount of money the University needs to buy books.

Each department was then asked to submit two separate budgets—a conservative estimate and a generous estimate—covering some four or five different items for each of the years of the biennium. All of these budget estimates are now on file in the office of the Librarian. One of them is presented in detail for purposes of illustration:

#### BOOK FUND NEEDED BY DEPARTMENT OF GERMAN FOR FISCAL YEAR 1941-42

	<i>Conservative Estimate</i>	<i>Generous Estimate</i>
Total for current subscriptions (periodicals, continuations, etc.).....	\$ 100	\$ 125
Total for books published in 1941-42.....	200	225
Total for making reasonable progress in filling gaps in the book collection (non-current material).....	150	175
Total for making reasonable progress in purchasing <i>sets</i> of journals, filling gaps in runs, etc.....	125	150
	<hr/>	<hr/>
	\$ 575	\$ 675

In this case, as in several other cases, the budget for 1942-43 is the same as that for 1941-42. In general, the estimates are broken down under headings such as those used by the Department of German. But there is not complete uniformity throughout. For example, the Department of Music includes an item for scores of music, while various departments include estimates for multiple copies of books needed for use by large classes of undergraduate students. In short, each department has presented *a considered estimate of its book needs*, using such subdivisions as are deemed appropriate. Add to these departmental estimates an estimate for general library expenses (works of reference, such as dictionaries and encyclopedias, books too general to be assigned to departmental funds, North Caroliniana, replacements, carriage, binding, etc.) and the following outside figures for the library budget for the next biennium are the result:

TOTAL OF ESTIMATES FOR LIBRARY BOOK BUDGET

	1941-42	1942-43
Conservative estimate.....	\$ 58,169	\$ 58,079
Generous estimate.....	76,116	75,921

THE MEANING OF THE TERMS 'CONSERVATIVE' AND 'GENEROUS'

In the preliminary conference stress was laid on the practical difficulties which stand in the way of securing an increased appropriation for library materials, and departmental representatives were, in consequence, asked to make up their estimates with as much restraint as a just consideration of book needs would permit. This request explains the meaning which the terms 'conservative' and 'generous' carry in this report. In general, a 'conservative estimate' is to be interpreted as a figure somewhere between the sum now available and the sum actually needed. It represents *a practical next step in the development of the library facilities of the University*—a sum which is urgently needed by July 1, 1941, in order to keep the work of the department from slipping backwards. A statement accompanying one of the estimates—typical of others—thus reads, in part, as follows: "Realizing that to ask for any really adequate amount to build up the library of . . . books needed or to fill up the gaps that prevail could not be expected, I am holding my requests within limits which are absolutely necessary, and for which appropriations may reasonably be expected."

A 'generous estimate' is less influenced by the present budget and the recognized difficulties involved in bringing it up to where it should be. Such an estimate represents a sum which, if available, would enable the department submitting it to catch up and keep up with the writings published in that field. It is a figure calculated to make *comfortable*—not extravagant—*provision for the book needs of the department*.

Some departments presented only one estimate. In preparing the total estimates above under the two headings, 'Conservative' and 'Generous,' a figure was used under each heading for each department. The procedure followed in preparing a second figure when only one was presented was not always the same. If the experience of the department, as revealed by the Library's records, seemed to indicate that the figure is a moderate one, it



was entered under 'Conservative Estimate' and repeated under 'Generous Estimate.' Modifications were made before inserting single estimates in the second column if, in the judgment of the Librarian, such modifications seemed clearly to be in order.

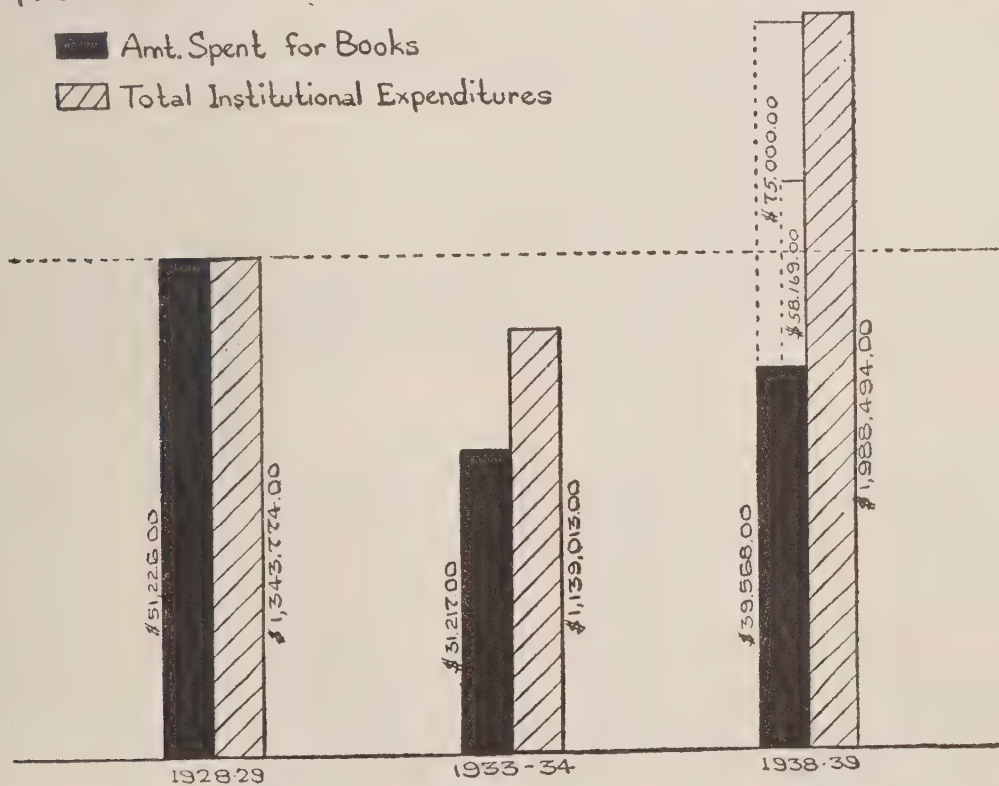
#### BOOK BUDGET OF \$58,169 FOR NEXT BIENNIUM

It would doubtless be too much to expect these estimates to be perfect in every respect, but enough time and thought have gone into them to make it fairly safe to say that the totals as herein stated are fairly trustworthy. If this is a safe assumption, the Board of Trustees should try to see to it that a minimum of \$58,169 is made available in 1941-42, the first year of the biennium, and roughly the same amount for 1942-43. Total expenditures from all sources for books in 1938-39, according to the Controller's Office, amounted to \$39,568.

#### THE GOAL: A BOOK BUDGET OF \$75,000

This is the first step. In the next few years, the book budget should be brought up to \$75,000. Unless there is further growth in the mean-

Expenditures for Books in Relation to Total Institutional Expenditures



A book budget of \$58,169 would be 12% more than the amount spent in 1928-29. In 1938-39, the Library serves a faculty 43% larger, an undergraduate enrollment 27% larger, a graduate enrollment 206% larger than it served in 1928-29. A \$75,000 book budget would practically restore the percentage of University expenditures devoted to books before the depression. Total expenditures from all sources for books in 1938-39 were \$39,568. This total includes, besides the regular budget of \$30,746, the sum of \$8,822 which came from equipment funds, special fees collected from students, and other funds administered by the departments.

time, such a book budget would, with the service received from the Duke University Library, insure reasonably comfortable provision for the present program of instruction and research.

Indirect confirmation of the reliability of \$75,000 as a sort of norm for the book budget seems to be provided by comparing it with the budget before it was reduced by the depression. In 1928-29, 3.8% of the University's expenditures went for library materials—that is, \$3.80 out of every \$100. Taking 3.8% of the University expenditures in 1938-39 (\$1,988,494), we reach the sum of \$75,562.77.

The relation between the book budget and total institutional expenditures at five-year intervals is described in the graph on page 23. Both sets of figures contain items which swell the figures for the later years. For example, expenditures for books in 1938-39 as here given are considerably more than the library book budget in the sense in which that term would have been understood in 1928-29. However, when these special items are eliminated from institutional expenditures and expenditures for books, the ratio remains almost exactly the same, so the outside figures for both have been used.

#### SOME ARGUMENTS IN SUPPORT OF PROPOSED INCREASES

The letters accompanying the departmental estimates present rather convincing arguments for an increase in the University budget for library materials. A few excerpts from these letters appear below:

##### *Department of English*

It requires little imagination to see that the Department of English, furnishing instruction to every freshman and sophomore on the campus, with seventy-five or eighty majors, with half a dozen candidates for Honors, with a large staff of instructors working toward the doctorate, with an average of about a dozen M.A. and four Ph.D. degrees awarded each year, with eighteen men of professorial rank, many of whom are engaged upon research projects—that such a department cannot go forward when its library requirements must be met with [six hundred fifty dollars].

##### *Department of Art*

The estimates for the expansion of the Art Department book funds for 1941-1942 and 1942-1943 have been given considerable thought by the staff . . . I believe that these figures present a clear and correct picture of the drastic needs of the department for both current and non-current material.

##### *School of Law*

I realize that I am asking for a large sum but we have run on a static budget for so many years that at the present time practically all of our appropriation is being absorbed in continuations. To cite a definite example, we were obliged this year to discontinue twenty-four regular subscriptions in order to purchase two recently revised works which are expensive but indispensable for a law library.

##### *School of Commerce*

In the past five years our department has more than doubled in both undergraduates and graduates. This year our enrollment will average about six hundred seventy-five students per quarter. Our demands for books, periodicals, completions and expansion in various ways have gone far beyond the allowance we have been getting. The Department has spent much of its own money in the last three or four years for reference books as an emergency measure. We cannot continue to do this, yet we feel that we must have these reference books.



*Department of History*

You will note a \$300 item each year for what I call 'old books.' By old books I mean books out of print, but chiefly books still in print published in recent years. Our Department is particularly deficient in this type of material. As you know I already have an accumulation of several hundred order cards which we have not been able to take care of during the past few years. The chief book need of the Department is to fill gaps of this type in the various fields. \$300 will not go very far in one year, but if we had this modest sum yearly for several years, we could do wonders with it.

*Department of Chemistry*

The Department of Chemistry has had to depend upon special funds, such as the Kenan Fund, for the past few years [to fill gaps in the collection]. The Kenan Fund is almost exhausted, and I have no assurance or reason to believe that it will be continued. We have built up our collection of important text-books and reference books with most of the Kenan Fund. Our main task now is to find a way to obtain the new books, as they appear, which are absolutely essential to the growth and progress of the Department.

*Department of Physics*

These figures represent a considerable advance over present appropriations, but this Department feels that they are completely justifiable.

*Department of Sociology*

This is a very small budget for a Department which is growing at the rate of the Department of Sociology. At the present time we have around 43 graduate students and around 87 majors, and the present quarter the Department has 445 students in 17 classes. This number has been increasing from year to year. We are also far behind in having in the library modern books related to the field. This is a conservative budget, and we hope it will be considered as a minimum.

## II. THE LIBRARY STAFF

Along with plans for developing the book budget must go plans for strengthening the staff which handles the purchases, organizes the collection and makes it accessible to the University community over ninety hours a week.

### RECENT ADDITIONS STILL LEAVE THE RANKS TOO THIN

In the fall of 1938 a fairly detailed survey was made, with the aid of the heads of the various departments of the Library, of staff needs throughout the entire library system, including departmental libraries as well as the main Library. It was found that the number of full-time assistants needed to bring the staff up to where it should be could not be reduced below fourteen. Details submitted to the Dean of Administration are not repeated here. Permanent provision has been made for three additions to the staff in the meantime, thus bringing the total as of 1939-40 down to eleven.<sup>2</sup> Anyone familiar with the difficulties involved in securing increases in the appropriation would welcome an opportunity to

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<sup>2</sup>The number is, in fact, reduced to ten if the assistant in charge of the General College Library is included among recent additions. However, this assistant is available only part-time at present and the arrangements are temporary. Further action must be taken, therefore, before the General College is assured of her services beyond 1939-40.

request a smaller number of assistants; but the unfilled stations where assistance is needed have been combed through pretty carefully; and, assuming that present services continue unrestricted, the ranks will continue to remain too thin until the equivalent of that number is added. The task of making these additions should not be too difficult if spread over more than one biennium.

LIBRARY SALARIES

Another phase of the staff problem is the maintenance of an equitable salary schedule. In 1938-39, no member of the staff except the Librarian received a salary higher than the level of instructor. The median salary for the full-time staff of the Library, including the Librarian, was \$1496. Some of the staff are at present in no need of a salary increase; but, in view of the size of the median salary for the whole group, this fact merely underlines the need of increasing the salaries of certain others.

Size of Library Staff in Relation to Library Use



Recorded use of the Library in 1938-39 was double the use in 1933-34. Using 1928-29 as a basis of comparison, 14 additions could be made to the staff of 27 in 1938-39 and the proportion of use would still be more for a staff of 41 than in 1928-29 when the staff numbered 26. Although the pressure for library service has increased since 1933-34, it should be noted that six additions to the staff were requested by the Librarian as far back as 1930.

FURTHER ADDITIONS TO LIBRARY STAFF OVERDUE

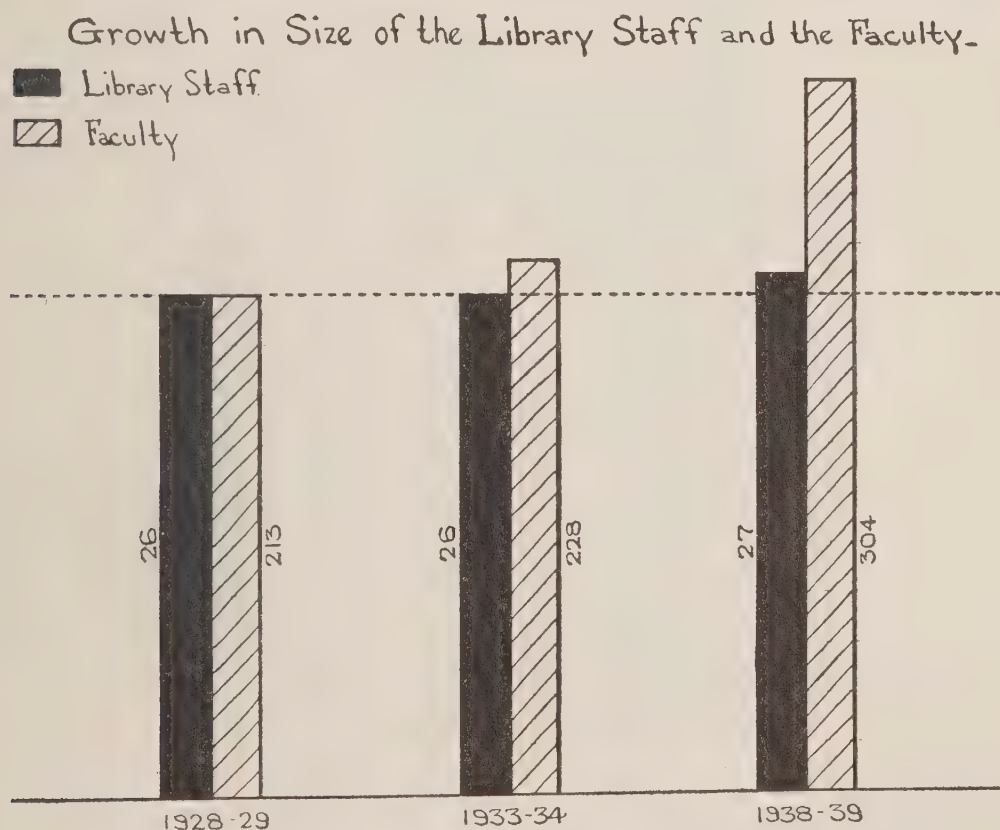
Is it reasonable to request appropriations which will enable the University in the next few years to make needed increases in library salaries and to employ eleven additions to the staff (or fourteen counting the three



permanent additions made September 1, 1939)? The graphs on these pages indicate that such a request may be justified in two ways.

In the first place, the volume of work carried by the staff has grown faster than the staff itself. The use made of the Library is only one index to the volume of work carried by the staff, but it is a very important index. The graph on page 26 shows that the recorded use of the Library has doubled from 1933-34 to 1938-39. The Chief of the Circulation Department asserts that the method of keeping these records has remained unchanged during this five-year period. In so far as recorded use is a trustworthy index, therefore, an addition of fourteen assistants to the staff of 27 for 1938-39, making a total of 41, would still leave a proportionately greater volume of work than was carried in 1928-29 or in 1933-34.

The increased load now carried by the library staff is in itself good and sufficient reason for requesting reinforcements, but we need not stop there.

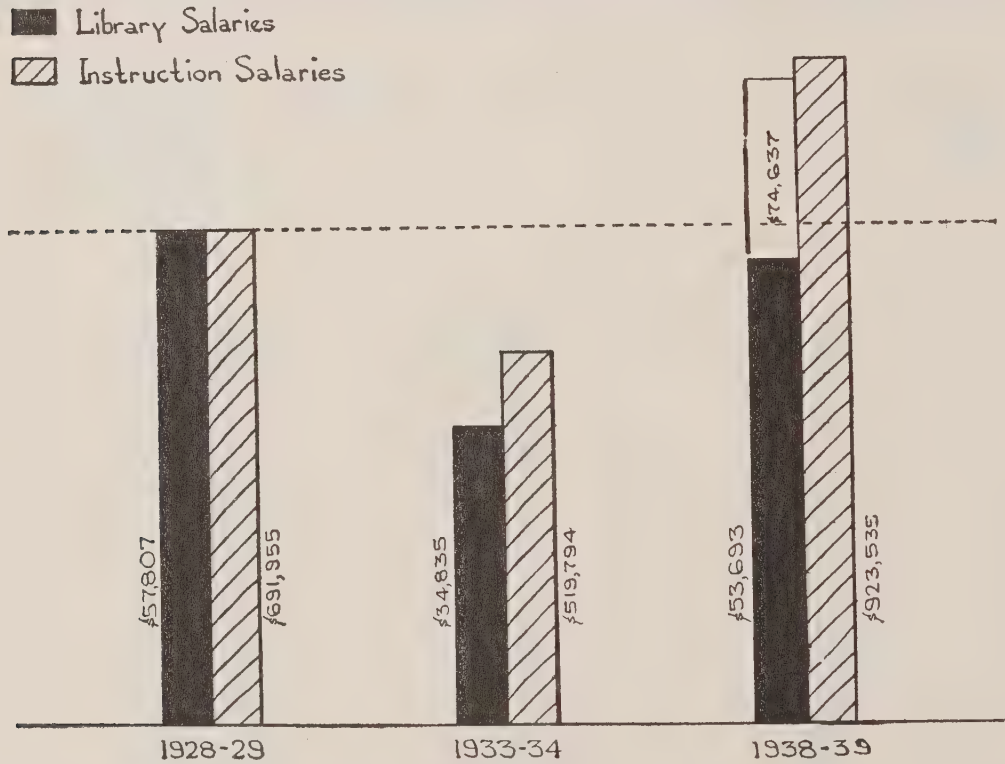


During the last decade, the proportional growth of the faculty has been ten times the growth of the library staff—a total increase of 43% in one case and 4% in the other. The disparity in net growth is of course, considerably greater. The rate of growth applies to the faculty as a whole rather than to individual departments of instruction considered separately. The only assistance the Library has had by way of making up for the retarded growth of the regular staff has come (1) from the National Youth Administration, and (2) from an increase of \$600 (7%) in the State appropriation for wages of part-time students.

The request can be justified in another way. The Board of Trustees made a determined effort to maintain straight through the depression a faculty which was large enough at all times to take care of the enrollment and

which was capable of upholding with more or less distinction the academic traditions of the University. The parallel growth of the instruction staff and the enrollment traced in last year's report and the present high standing of the University leave little room to doubt the success of the Board of Trustees in doing what it set out to do. But financial resources were limited and the faculty could not continue to increase in size, even with drastic reductions in salary, without sacrifice elsewhere in the University. The retarded growth of the library staff is part of that sacrifice. The resultant unevenness in growth is shown in the graph on page 27. An increase of 4% in the size of the library staff in ten years is over-shadowed by an increase of 43% in the size of the instruction staff. Temporary sacrifices are often unavoidable, but when the proportional increase in instruction

Relation of Expenditures for Library and Instruction Personnel



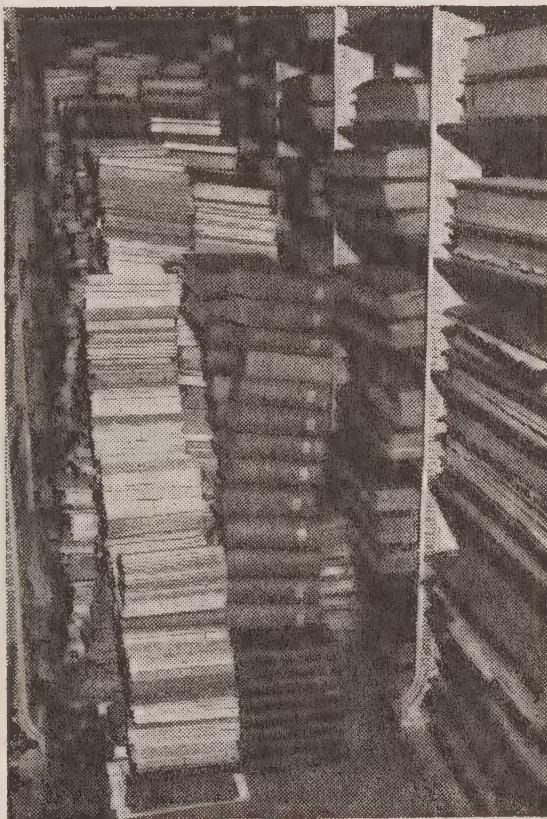
Expenditures for instruction personnel, the largest single item in the University budget, are higher by 33% than they were in 1928-29, despite the drastic cuts during the depression. Expenditures for library personnel have not yet come back to the 1928-29 level. Fourteen additions to the 1938-39 staff at a salary of \$1,496, the median for the staff as a whole, would bring total expenditures for library personnel to \$74,637. A salary budget of this amount would bring the Library back more nearly in line with the budget for instruction personnel.

personnel over the length of a decade is *ten times* greater than the increase in library personnel, a readjustment in the rate of growth seems to be in order.

The picture is substantially the same if the comparison is shifted from growth in the number of people to total expenditures for library and instruction personnel. The contrast is simply less striking because the size of



the faculty has increased more rapidly than faculty salaries have increased. The graph on page 28 shows that in spite of the increased size of the faculty in 1933-34 over 1928-29, total expenditures for faculty salaries were considerably lower than they were five years earlier. However, by 1938-39 these expenditures had regained the 1928-29 level and risen above it 33%. The story is different for the library staff. Total expenditures fell back even farther in the depths of the depression and recovery has been slower. How far the library staff is, in consequence, trailing behind is indicated by the columns to the right. Fourteen assistants at a salary of \$1,496, the median salary at present, would be \$20,944. If this sum is added to \$53,693, the amount spent for library salaries and wages<sup>3</sup> in 1938-39, the total of \$74,637 would still fail to restore the ratio that existed between the library staff and the instruction staff in 1928-29. To state the same thing differently,



A VIEW ON THE SECOND LEVEL OF THE STACKS

All of the space in the Library equipped with shelving has been utilized and these books have been piled on the floor until properly equipped storage space can be provided for them.

present expenditures for instruction personnel would, on the basis of the 1928-29 ratio, justify the employment of the remaining eleven of the fourteen additions to the staff found to be needed in 1938-39 and would leave a balance

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<sup>3</sup>The figure includes all members of the staff in the departmental libraries as well as at the main Library appointed and supervised by the University Librarian, but does not include all employees of the University who have a part in the library program. The same interpretation applies to the corresponding figures for other years represented by the graph.

of \$2,186 for salary increases. This comparison is based on expenditures for instruction *as a whole*. It is conceivable that there are individual departments of instruction which are fully as far behind as the Library.

### III. THE BUILDING

It was reported last year that the Library building was congested and that each month the difficulties created by lack of room could be expected to increase until relief comes through enlarged quarters. The year that has intervened has brought no relief. The situation is now acute. With a record enrollment, the reading rooms are more crowded than ever. All of the space in the stacks equipped with shelving has been utilized and books are being piled on the floor. The Catalog, Documents, and Periodicals Departments are crowded to the point of discomfort, while the Library School, the Southern Historical Collection, and the Hanes Collection continue with their makeshift quarters.

#### SUMMARY OF RECOMMENDATIONS

It goes without saying that a university board of trustees or a state budget bureau must weigh numerous requests for funds before deciding in favor of any one. The purpose of the foregoing statement is to call attention to the retarded development of the University Library and to stress the desirability of recovering the ground lost as soon as the University is ready to do so and as soon as the State can get around to it. Everything need not be done at once; but it is fairly important to have reasonably definite objectives and to make plans in ample time for their attainment. The following recommendations, a sort of outline of what has been said at length above, focus attention on the most pressing needs of the Library. They are submitted in the hope that they will be carefully considered by the Board of Trustees, the faculty, and the elected representatives of the people served by the University.

1. Provide opportunities for salary increases. Amount recommended for next biennium \$2000.

2. Engage the assistant in the General College Library for full time and relieve the General College of its present financial responsibility for the part-time appointment. Provide for ten other full-time assistants, or the equivalent, as rapidly as funds permit. The minimum should not go below two additions per biennium, or an average increase in the budget of \$3000 net for each of five biennia.

3. Increase the book budget in 1941-43 to \$58,169 a year and, as soon thereafter as possible, raise the amount to \$75,000. This recommendation, as well as the one which precedes it, is based on the present program of instruction and research and makes no allowance for any expansion which may be deemed necessary while the Library is catching up.

4. Add the two wings to the Library building if possible during the next biennium.

Respectfully submitted,

CARL M. WHITE, *Librarian*.



# REPORT OF THE DIRECTOR OF THE SCHOOL OF LIBRARY SCIENCE

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*To the President of the University:*

I have the honor to present the eighth annual report of the School of Library Science covering the academic year, 1938-39, the summer session of 1939, and the opening of the session of 1939-40. In the account of this period's routine activities and achievements through which the School's growth and development can readily be discerned, mention should be made of the appointment of one of the graduates to the Library Internship at Wilson Dam, Alabama; the establishment of closer cooperation with the Chapel Hill High School; and the Conference for North Carolina School Librarians.

## ALUMNI

There are now 243 graduates, 184 (75.7%) of whom hold library positions. Seventy-nine (42.9%) are employed in North Carolina libraries. Statistics, as of November 1, 1939, of these 184 alumni in active library work are as follows:

School libraries:		
In North Carolina.....	29	
Elsewhere .....	14	
Teacher-Librarians .....	2	
	—	
	45	24.4%
College libraries:		
In North Carolina.....	13	
Elsewhere .....	30	
	—	
	43	23.3%
University libraries:		
In North Carolina.....	20	
Elsewhere .....	10	
	—	
	30	16.3%
Public libraries:		
In North Carolina.....	14	
Elsewhere .....	45	
	—	
	59	32.0%
Special libraries:		
In North Carolina.....	2	
Elsewhere .....	5	
	—	
	7	3.8%

If 75.7% of the total number of alumni are engaged in library work, what of the remaining 24.3%? The largest number, 32 (13%), are women alumni who have given up their careers, at least for the present, are married and living at home. Others are occupied in various ways and ten (4%) are unemployed but desire library positions.

On November 1, 1939, 94.35% of the alumni desirous of being placed were actively engaged in library work. Thirty-two of the 35 students graduated in June 1939 were also placed by November 1, as well as the entire class who received their degrees in August. This latter group consists primarily of persons receiving training for positions already secured.

It seems worthwhile to enumerate in this report as in a former one some of the better known libraries in which the alumni are working, namely, Dartmouth College; The Hoose Philosophy Library of the University of Southern California; Mount Holyoke College; Enoch Pratt Free Library, Baltimore; Detroit Public Library; New York Public Library; and the District of Columbia Public Library. With the assuming of the librarianship of Pacific College, Oregon, by a graduate of the Class of 1939, the location of the alumni has spread from Oregon and California on the West Coast to New Hampshire and Florida on the East Coast, although the majority are located in the Southeast with the greatest number in North Carolina.

Within the past two years two alumnae have taken charge of small regional libraries in Virginia; two have become School Library supervisors in North Carolina; and two are in the Schools Department of the Enoch Pratt Free Library in Baltimore—one as liason officer between that Department and the Public School libraries of the city and the other as acting head of the Schools Department for the current year.

Three alumni have been granted Master's degrees since their graduation from the School, one in history, one in English, and one in library science; three others are now studying towards the Master's degree in library science and another one towards an M.A. in English. Three have attended the summer institutes held at the Graduate Library School of the University of Chicago.

Although the first class was graduated from this School in June 1932 and the majority of students enter almost directly from college with little or no library experience, several of the graduates have already achieved some distinction in library work. A member of the Class of 1936 is Head of the Microphotographic Department of the Library of the University of Chicago. He was sent to Paris by the Rockefeller Foundation in 1937 to have charge of the demonstration of micro-film machines at the Paris Exposition. He has a regular column on microphotography in the *Library Journal*. A member of the Class of 1936 in cooperation with his librarian has gone into the publishing business. This firm is bringing out a few books each year of some special type. Their latest one is the very beautiful *Prints and Impressions of Charleston* with the Elizabeth O'Neill Verner etchings. A member of the Class of 1936 has translated *Fafan in China*, recently published by Holiday House. A member of the Class of 1933 will



be Convention Hostess for the Special Libraries Association when it meets in Indianapolis in May, 1940.

The School was quite gratified when a member of the Class of 1939 was appointed as Library Intern in the Wilson Dam Library in northern Alabama. This plan for an internship was worked out by the Tennessee Valley Authority and the American Library Association's Board of Education for Librarianship in 1938. The first intern, a graduate of the Library School of the University of Illinois, was appointed for the year 1938-39. This internship is an experiment in post-library school training and also affords an excellent opportunity for participation in an attempt at regional library service.

Special work is being done on the alumni records in order to expedite matters when making recommendations for positions. A file of master cards is in preparation which gives all pertinent data regarding a student's record in the School, his qualifications for different kinds of library work, and his positions since graduation. This file is indexed in a variety of ways. For instance, questions can readily be answered as to which of the elective courses an alumnus chose; from what college or university he graduated together with the date and his major subject; what foreign languages he has studied and how extensively. A file is also kept of graduates who are desirous of a change in position.

Statistics should be kept showing the number of positions the School is asked to fill, the number which it actually fills together with records indicating the proportion of positions in different kinds of libraries, *e.g.*, school library positions, and the nature of the work within a library, *e.g.*, the number of children's librarians, of catalog librarians, etc. There is some data on hand for such records. A file of such information would make possible more intelligent advice as to opportunities and, in turn, would result in more pertinent advice to students as to fields of specialization before entering library school. Time is required to assemble the available information, ascertain what other data are needed, and to set up a plan for recording it. The acquisition of such an aid as this is a matter of additional staff.

#### STUDENTS

The enrollment for the summer session of 1939 was 123. Ten of the 45 candidates for the degree completed their work and were awarded the degree of B.A. in Library Science at the close of the summer session; 21 of the 78 special students working towards teacher-librarian's certificates completed 12 semester hours in library science. Practically all of the degree candidates are expected to return for the summer session of 1940 to continue their work as are many of those enrolled for the teacher-librarian program.

The total enrollment for the fall quarter of 1939 is 37. Four of this number are men and 33, women; six are part-time students and 31, full-time. Three of the part-time students were enrolled in other departments of the University. Eighteen of the 37 enrolled are from North Carolina. Of the 19 students enrolled from outside North Carolina, one is from Prague. Enrollment by states is as follows: South Carolina, six; Tennessee, three;

Georgia, two; and Alabama, Florida, Kentucky, Louisiana, Massachusetts, Pennsylvania, Virginia, and West Virginia, one each. The number of colleges and universities represented is 24.

#### STAFF

Miss Nora Beust, who had been on leave of absence since January 1938, resigned in August 1939 in order that she might continue her work in the Library Service Division of the U. S. Office of Education. It was with real regret that the School accepted Miss Beust's resignation. She had made a notable contribution to the work of the School and started a number of its graduates on their successful careers as children's and school librarians.

Fortunately for the School Miss Emily Biddle Meigs, for a number of years on the faculty of the Library School of Hampton Institute, was serving as Visiting Instructor during the 1939 summer session and was willing to take over the courses formerly given by Miss Beust during the regular session. Besides Miss Meigs' excellent work in the class room, her genuine interest in the welfare and development of each individual student, her pertinent and well-reasoned comments on school problems have made her invaluable.

Before the subject of the faculty is dismissed mention should be made of Miss Alice Louise LeFevre who carried Miss Beust's work last year, September 1938 to June 1939, to everyone's satisfaction. It was with keen regret that we saw her leave to accept the directorship of the new Library Science Department of St. John's College in Brooklyn, N. Y.

The visiting instructors for the summer session of 1939 were: Miss Edith N. Snow, Associate Professor, Library School, Carnegie Institute of Technology in Pittsburgh; Miss Emily Biddle Meigs and Miss Margaret Martin, Assistant Professor, and Associate Professor and Associate Director, respectively, at the Library School of Hampton Institute; Mrs. Muriel S. Jordan, Children's Librarian, Durham, N. C., Public Library, who has for several years taught in summer school; Miss Mary H. Adams of New York City; Miss Margaret Lane, Librarian, School of Practice, State Normal School, Potsdam, N. Y., and Miss Hazel Baity, Librarian, Gray High School, Winston-Salem, N. C. Mrs. Lucile Cavanaugh, Librarian, Peace Junior College, was again Librarian for the Library School; and Miss Sudie Kennon, Librarian of the Chapel Hill High School served as Librarian for the Teacher-Librarian courses in her own library.

Dr. Carl M. White, Librarian, Professor of Library Science, and Chairman of the Division of the Library and the Library School, attended meetings of the Middle States Association of Colleges and Secondary Schools, Atlantic City; and of the American Library Association in Chicago and San Francisco. He made a number of talks in North Carolina and at American Library Association meetings and has been active on committees of the American Library Association, the Southern Association of Colleges and Secondary Schools and the North Carolina Library Association.

In the fall of 1939 Miss Lucile Kelling was promoted to the rank of Associate Professor. During the period covered by this report she spoke at



two of the fall district meetings for school librarians and before the Sanford Literary Club. A second series of her first bulletin "Adventures Around the World" has already been published by the Extension Library and another bulletin on regionalism is now in progress. She is continuing her research in the field of Latin.

Dr. Akers, Director, is continuing her work as Chairman of the Committee on Library Terminology of the American Library Association. She talked to a group of Salem College Alumni on the work of "Friends of the Library" organizations; reported on cataloging progress during the past two years at the meeting of the North Carolina Catalog Section in Southern Pines; and spoke before the Danville, Virginia, Wednesday Club on library science courses in universities.

#### SUMMER SESSION

The great demand from School Librarians and Teacher-Librarians for instruction during the summer session made it necessary to find quarters to supplement the regular ones used by the School and also to provide more books and better library facilities. A plan was worked out whereby the second floor of the Chapel Hill High School with its library, class rooms, and offices could be used by the instructors and students for many of these summer courses. The regular librarian was in charge of the High School library. Its book collection was supplemented by the temporary transfer of the young people's and children's book collections from the Library School and by the special purchase of new books on a matching basis by the High School and the University.

With daily messenger service between the High School and the Library School the arrangement worked very satisfactorily and had the added advantage of showing the students how one high school library was organized and equipped.

A three-day conference for School Librarians, planned by the State School Library Adviser in cooperation with the State Department of Education, the University's Department of Education, and the School of Library Science of the University, was well attended by school librarians from the state.

#### CURRICULUM

Despite the growth in enrollment every effort is made to see that each student gets what he needs. During the spring quarter two courses are offered in which the individual student is free to quite an extent to investigate a problem in which he is especially interested under the direction of a member of the faculty. The growing enrollment for these two courses shows that they are meeting the students' desire for specialization.

Although this School has never had practice work of the type offered by many of the older schools, from time to time advantage has been taken of opportunities for practical work. For instance when the American Library Association met in Richmond, Virginia, in May 1936, the Librarian of the Richmond Public Library asked to borrow the students from this School

for the week for part-time work so that his staff might be able to participate in the meetings without undue curtailment of library service.

For a number of years the instructor and students in the courses in Book Selection for Children have worked directly with the local elementary school teacher-librarian in guiding the children's reading and in conducting story hours.

Since 1936 the Bull's Head Book Shop of the University has had weekly informal book talks given by members of the University faculty and visiting authors. The introductions have been made by the students in the Book Selection class.

Until the larger enrollment of the School made it impractical the students in the Reference Course were assigned to the University Extension Library for a limited number of hours' work in answering the reference questions which come in daily by mail. In a few cases where it was especially desirable students have been scheduled at the Circulation Desk of the University Library for a limited period.

The course in Cataloging has been able from time to time to give the students such realistic experience as checking the shelf-list and catalog with the collections when the local school library was divided into High School and Elementary School libraries; in cataloging the special collection of general books shelved in the Library School. They have also had experience in filing cards in the University's Central Catalog. At the present time the second quarter class in Cataloging in cooperation with the local High School Librarian is cataloging that library, having it as a project for the last week of the course.

The trip to visit libraries, a bindery, and a book jobber is made by both the regular and the summer session students as part of their last quarter's work. This trip is especially valuable in connection with the administration course. An opportunity is given to see different types of library building; to observe furniture and equipment; and to hear brief talks by the librarians on the special building and administrative problems of their libraries. It is also an occasion for observing book collections and seeing such treasures as the Gutenberg Bible.

Throughout the year as many of the students as possible are encouraged to attend meetings of the state library association, the state educational association, and the district meetings of school librarians. There are also visits by special classes and smaller groups to nearby libraries, to see book-mobile service in action, etc.

#### NEEDS

The School is in its ninth year and should take stock of its achievements thus far, the adequacy of the present provisions, and the direction which future growth should take. The most urgent needs are: (1) staff, (2) quarters, (3) books and equipment, and (4) travel funds.

The number of alumni has grown to 243. The graduates of a professional school have a close relationship with their school because of the importance of careful placement if they are to take their proper place in the profession and contribute to the best development of library service. With each year



of its existence the School becomes better known with the consequent increase in number of prospective students writing for information and sending credentials for admission to be evaluated. Besides alumni and prospective students with their needs, the faculty are called upon more each year for advice and participation in library activities in their vicinity, state, and region.

The demands for adequate libraries in schools of all sizes, urban and rural, are growing and likewise those for effectual public library service and better college libraries. Hence it is imperative that this School now add an additional teaching member to its staff. The courses in Book Selection include: a fundamental course in principles, special courses in book selection for colleges, for children's libraries, and for school libraries. These are at present offered by one person and in addition there is a course in work for children and young people. To strengthen these offerings two instructors are needed, one especially qualified to care for the courses in principles and in adult book selection and one for the children's and school book selection courses and the adaptation of principles of administration to work in children's and young people's libraries.

The present policy is to have a faculty especially strong in children's and school work for the summer session when almost the entire enrollment consists of school and teacher-librarians. In the regular session the majority are interested in adult library work yet the number interested in school library work is increasing and there remains a fairly constant number interested in children's work in public libraries who must be satisfactorily cared for.

The non-teaching staff has remained too stationary to care for the increasing work. With an enrollment of one third more during the regular session and four times as many during the summer session, the other duties have absorbed practically all of the assistant's time so that instructors with larger classes than formerly are now having much less assistance. The placement work grows apace but the number of the faculty and of the office staff remains the same. The correspondence for the regular session and summer session doubles and triples, but the office is augmented only by a small amount of less experienced, part-time help.

The present quarters are the two top floors of the book stacks with the addition of three seminar rooms—all of which are badly needed by the Library. They are partitioned off into one lecture room, four offices, and a relatively large combination study room and library for the students. Recently the Library generously added another small room as a combination typing and coat room. At times throughout the year and all during the summer session, the School borrows the largest seminar room in the Library to use as a second class room. As stated elsewhere in this report, during the summer session of 1939 rooms for classes, faculty offices, and the library on the second floor of the Chapel Hill High School were borrowed in order to care for the enlarged program for school and teacher-librarians.

Additional lecture rooms, faculty offices, typing room, and a student lounge are among the minimum essentials. It is essential that attention be

given to the needs of the school in planning the University's building program.

As large an amount as could be spared from the budget has always been spent in building up the book collection. This collection includes professional books on all phases of library science, illustrative books for use in the book selection courses, and some general reference books that the Library School students may not interfere with the regular use of these books by faculty members and other students. With the added enrollment funds are needed for extra copies of much used titles; replacements are, at the end of the eighth year, becoming a real problem. New editions are another group which need to be considered.

The travel fund is a most important item because of the number of local, regional, and national professional library meetings at which the faculty of this School should be represented. The Tennessee Valley Authority intern appointment, for instance, means that a representative of the faculty is a member of the Library Internship Committee and must attend occasional meetings in Knoxville. The annual trip has now, with summer session graduating classes, become a semi-annual problem. The meetings of such closely related associations as the North Carolina Education Association, Adult Education Association, etc., etc., are important and representatives of the School should attend but the present size of both the teaching staff and the travel fund makes this impossible.

The report for 1938-39 pointed out the need for more adequate quarters for the faculty and students in the summer session, for trained library service for the School, and for at least an extra \$500 for books for the Book Selection Courses. So long as the Library can spare the rooms now being used for School purposes, the Chapel Hill High School can give the use of its second floor on the present terms, and there is no further expansion in enrollment or courses, that long can the work be conducted fairly satisfactorily under the present arrangement. The matter of trained library service for the School was adequately provided for in the summer session of 1939 and the reflection in satisfaction of faculty and students was very gratifying; similar arrangement for the regular session through provision of an added assistant who will serve as librarian and as cataloging laboratory assistant is badly needed. The matter of additional funds for books is still a pressing one. Thus the outstanding needs remain: additional teaching and office staff; more funds for books, equipment, and travel; and more adequate quarters. One of the three needs presented in the last report has been taken care of and has made the greatest difference in good work accomplished. Provision has been made for the summer session faculty needs referred to in the report for 1936-37 but the non-teaching staff remains inadequate.

Respectfully submitted,

SUSAN GREY AKERS, *Director.*

December 30, 1939.









# UNIVERSITY OF NORTH CAROLINA REPORT OF THE DIVISION OF LIBRARY AND LIBRARY SCHOOL

1939-1940

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## REPORT OF THE LIBRARIAN

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*To the President of the University:*

I have the honor to present the report of the Librarian for the fiscal year July 1, 1939, to June 30, 1940, together with additional information concerning the general work of the Library to September 1, 1940.

The foreign purchases of American libraries have been affected by the war in Europe. This Library has joined other libraries in trying to keep the lanes of communication from the war zone open, but at best only a limited amount of material which would normally cross the Atlantic can in these times be secured.

The faculty and the library staff look upon the libraries of the campus as essential implements of the University's program of instruction and research, and considerable interest, therefore, attaches to the use made of these facilities. It is gratifying to note that the recorded use of the various libraries on the campus has once more been greater than in any previous year. The year has also brought an increase in the use of the Libraries of the University of North Carolina by Duke University and North Carolina College for Negroes, improved service through a few additions to the staff, and certain improvements in the internal organization of the work. Additional details regarding these and other developments will be found in the departmental reports below.

### A COOPERATIVE PROGRAM IN LATIN AMERICAN STUDIES

Toward the close of the school year, announcement was made of a grant of \$25,000 from the Rockefeller Foundation for the purchase of books, journals, etc., in the field of Latin American Studies. The object of this generous gift is to further a cooperative plan of study and research which has been worked out between Duke, Tulane, and North Carolina.

After canvassing the interests of the three faculties, it was agreed that Duke would take as its special province all Portuguese literature, including Brazilian studies, diplomatic papers, public documents, and cultural history of the colonies. Tulane will concentrate on the influence of United States literature on Hispanic American literature, modernism, and the relation of Spanish and Indian languages. North Carolina will, in turn, devote special

attention to bibliography, library science, folklore, and constitutional history. Of course, certain general works will be secured by all these universities.

In order to distribute responsibility for covering the entire field more or less systematically, it was also agreed that each university would undertake to collect the printed literature of broad geographical areas. Duke will take Brazil, Colombia, Bolivia, and Ecuador; Tulane the middle American region and Venezuela; North Carolina the rest of South America: Argentina, Uruguay, Paraguay, and Chile.

If one university has an opportunity to secure an important work not in its field, the purchase will be made only after consultation with the university in whose province it belongs.

Each man who is considering an appointment at one of the cooperating universities will, if his work falls in this department, be informed of this agreement. By such procedure, the present fields of interest will not be altered through changes in personnel.

It is understood as part of the agreement that the University will seek to employ an additional library assistant at the beginning of the next bienium. The employment of this assistant will facilitate the handling of exchanges, of purchases from South American dealers, and in coordinating the work with the other two cooperating libraries. The salary recommended is \$2,000.

#### THE HANES COLLECTION

The manuscript of a checklist of incunabula in the Hanes Collection, prepared by Olan V. Cook, was completed late in the year, and was promptly turned over to the printer. The main body of the work, composed of 536 entries, represents the efforts of 210 fifteenth-century printers, operating in 43 towns of 8 European countries. The list is followed by a complete author and title index, an index to countries, towns, and printers; and a concordance of numbers in the more frequently cited bibliographies, namely, Hain, Copinger, Reichling, and the Gesamtkatalog der Wiegendrucke.

A short preface explains the arrangement of the entries and a foreword by Dr. Urban T. Holmes, of the University Romance Department, gives a brief history of the Hanes Foundation and a few notes about one of the rare volumes unknown to bibliographers until it was discovered in this collection.

One of the stronger collections of incunabula in the country, the Hanes Collection is at present not widely known. Its contents are not even indicated in the public catalog of the Library, so great has been the pressure of current work borne by the Catalog Department. It is confidently expected, therefore, that American scholars, and particularly those close at hand, will accord this new tool a ready welcome.

#### PROGRESS REPORT ON PUBLISHING THESES BY FILM

For some time a committee representing the faculty and the Library has been working on a plan for the publication of certain theses by film. The



committee was able to submit recommendations to the Dean of the Graduate School in June. The plan, as yet not acted upon by the Administrative Board of the Graduate School, calls for publication by film of all doctoral dissertations and selected masters' theses not otherwise published. The masters' theses would be selected on the basis of departmental recommendations subject to review by the editorial board of *Research in Progress*.

It would be possible to fix the cost of the filming by the page. However, since a uniform charge for each thesis was sought, the size of theses over a period of years was computed and the rate of \$5.50 a thesis fixed. This sum will, it is believed, cover all costs including the two-dollar copyright fee. Additional positive copies of the film would be available from the Library at eight cents a foot, while one positive copy would be available for loan at the cost of transportation.

#### JUNIOR ASSISTANTS

When the plan for employing Junior Assistants went into effect in the summer of 1938, existing regulations required that appointments be made by the Self-Help Committee. Through the cooperation of the Self-Help Committee and the Dean of Administration, their regulations were altered this year by an amendment which simplifies the task of selecting and appointing Junior Assistants as follows:

The position of *Junior Assistant* has been created in order (1) to reinforce the regular staff without cutting down on student employment and (2) to provide an opportunity for young people who should be encouraged to make a career of library work to get first-hand practical experience. Therefore, Junior Assistants shall be registered, resident students selected and appointed by the University Librarian. Regulations governing salary, tenure, etc., shall be determined by the Librarian, subject to the approval of the President and Dean of Administration. The intent of this amendment is to place the position of Junior Assistant on the same basis as that of the Graduate assistant in the laboratory sciences. It is assumed that the self-help policies of the University, which call for special attention to merit, scholarship and financial need, will be taken into account in appointing Junior Assistants as fully as Library efficiency will permit. The Librarian shall report all appointments and the rate of compensation, as requested, to the Self-Help office.

#### PART-TIME ASSISTANT IN THE GENERAL COLLEGE LIBRARY

It is again my pleasure to acknowledge the assistance of the Dean of the General College in making provision for the part-time assistance of a trained librarian in the General College Library. Dean Spruill has approved for another year the arrangement which went into effect a year ago whereby the salary will be paid from funds which he administers. The arrangement has been renewed with the expectation that the University will undertake to create a full-time position by securing an increased appropriation for the regular budget of the Library.

#### SUMMER SCHOOL

In recent years the Summer School has tended to become a fourth quarter

in which the quality and the volume of work alike approach the standard of the regular year. No regular financial provision has as yet been made for the increasing load carried by the Library in the summer. The strain is especially difficult because it is during the summer months that the members of the regular staff take their vacations. During the summers of 1939 and 1940 special funds have been provided for additional assistance. These funds have improved the service, helped staff morale, and provided our recent Library School graduates a valuable opportunity to secure practical experience. I call attention in this Report, as I did last year, to the desirability of increasing the Wages Account of the Library sufficiently to make a place in the regular budget for this special assistance during the summer period.

#### CHANGES IN STAFF

Olan V. Cook, Chief of the Circulation Department for the past six years, was made Assistant Librarian and in that capacity will carry the duties of the Librarian until the new Librarian is appointed. Mr. Cook joined the staff of the Library in 1928 as a student assistant. In January 1932 he was made Education Librarian; in January 1933 he was placed in charge of the newly set-up Documents Department; in July 1934 he became Chief of the Circulation Department. Mr. Cook received his A.B. degree from the University of North Carolina in 1929 and his A.B. in L.S. in 1932.

B. J. Caldwell has been promoted from first assistant to Chief of the Circulation Department. Elmer D. Johnson (N.C. '36) succeeds R. B. Freeman as supervisor at the circulation desk, and Earle W. Brockman and William R. Lansberg will begin work as new supervisors October 1.

Mrs. M. L. Skaggs, Head of the Periodical Department, is taking leave of absence for nine months, beginning September 1. Mrs. Skaggs is the senior member of the staff in point of service. In the absence of Mrs. Skaggs, Miss Mildred Davis will act as head of the department and Dale Bentz (N.C. '40) will be a new assistant.

Mrs. Tempe Boyd Dugan resigned as first assistant in the Reference Department July 1. Mrs. Robert P. Weed, who has devoted part of her time to Periodicals and part to Reference, will take the place of Mrs. Dugan. Miss Sarah F. Cockey (Pratt Institute, '35), from the University of Iowa Library, will fill the Periodicals-Reference position left vacant by Mrs. Weed.

Miss Roberta L. Cowles, Clifford Barringer, and Joe B. Neeley will join the staff as junior assistants this fall. Library School graduates of the Class of 1940 who have done work as Junior Assistants in the Library this summer are: Misses Eleanor Pearce, Nancy Wilson, Pattie Bartee, Caroline Lewis, and Mr. Dale Bentz.

#### BUILDING PLANS

Preliminary plans were drawn up in 1938 for two new wings to the Library. Since the Raleigh Road sets a limit to expansion south, it became clear as we proceeded that some attention should be given to the step beyond the one now being planned. Attention has been concentrated, therefore, on



drawing up specifications for additional stack space, reading rooms, offices, and seminars. These specifications have been turned over to the architect for a second set of plans.

When the building was erected in 1929, it was not possible to install all of the lighting facilities needed by the present student body. A thorough investigation of our present needs has been made by the Assistant Controller, and he is prepared to make definite recommendations as to what should be done. The cost of effecting needed changes and completing the installation of fixtures due since 1929 will be about \$10,000. The sum necessary to make these overdue improvements deserves to be entered as part of the proposed construction budget.

#### THE DEVELOPMENT OF THE UNIVERSITY LIBRARY

Last year's Annual Report presents at some length the larger needs of the Library as regards personnel, the book budget, and housing. It is unnecessary to amplify that statement here, but certain memoranda submitted in the course of the year deserve to be kept close to the Report in drafting plans for the immediate future of the Library. The more important of these memoranda are as follows: January 4, 1940, a memorandum devoted partly to financial problems, partly to matters of organization; June 11, 1940, one memorandum dealing with salary increases and another with proposed additions to the regular staff; and June 20, 1940, a memorandum dealing with specific items of equipment needed at the main Library and in departmental libraries.

#### DEPARTMENTAL REPORTS

The activities of the Departments of the Library for the year are briefly summarized here.

##### ORDER DEPARTMENT—MISS LOVE

The war in Europe touches all of us, but in the Library it bears most heavily on the Order Department. Not only many of our periodicals come from abroad, but a large number of the books for the French and German Departments, History and Political Science, the Sciences—in fact, there is hardly a Department that is not touched. Orders to England came through fairly well, though from two to six weeks later than usual. Many of the French books were supplied also, but those from Germany—ordered through Holland—were irregular and scanty. This not only meant that certain Departments did not get their books, but that it was difficult to estimate about funds. How many of these foreign bills would be presented before the end of the year, and if they were not coming how much of the money thus released could be used for other purchases, and what should these purchases be, are questions to be considered.

Finally toward the end of the year the Periodical Department bought about \$700 worth of sets, obtainable in this country, which filled in gaps in our collection. Some of the sets of the publications of colleges and universities were brought up-to-date, chiefly those of Harvard and Yale. Document runs were advantageously purchased. It seemed a good thing to check with

our holdings the list of classics used in the St. John's College program, which was featured in a number of *Life* magazine last year. Those that we had were found to be in constant use and badly worn. We therefore bought new copies, and as many of the rest of the list as were available. St. John's itself issues some of them in mimeographed form. Next fall, when these books have come in and been cataloged, the Circulation Department will exhibit them as a collection.

Some time in the future there will be a day of reckoning, when the foreign periodicals which are being held abroad this year will all come in, and special provision will have to be made for their payment.

Although there were no large gifts to spend last year, yet the time of the two members of the Order Department has been more than taken up with the routine which unavoidably seems to grow more complicated year by year. There are so many separate accounts, involving a great deal of bookkeeping, so much has to be done to the bills, and the placing of orders for supplies and printing is increasingly onerous. If the Department could be allowed some clerical help, preferably from a School of Commerce library assistant, it would be possible to do more with the gifts and exchanges which fill up the adjoining stacks, and in checking secondhand catalogs for advantageous purchases.

#### DISTINCTIVE GIFTS AND PURCHASES

##### *Gifts*

From the family of Dr. H. V. Wilson, volumes from his library to the Library of the Department of Zoology.

From Mrs. C. S. Mangum, volumes from the library of Dr. Mangum to the Library of the Medical School.

From the library of the late Reverend Robert Brent Drane, 28 volumes of general literature.

From Dr. W. P. Jacocks, two incunabula for the Hanes Collection.

From W. R. Kenan, Jr. to the Chemistry Library, Groth's *Chemische Kristallographie*, also funds for the purchase of books.

From Dr. W. deB. MacNider to the Medical Library, Winterstein's *Handbuch der vergleichenden Physiologie*.

From Dr. S. E. Leavitt, numerous South American publications; to which were added others from the Smith Fund.

From Dr. David Reisman to the Medical Library, *Transactions* of the American Gastro-Enterological Association, 1906-1937.

From Emerson Greenaway, fourteen volumes pertaining to music and musicians.

From the Religious Society of Friends of Philadelphia, nine recent books about Friends and Quakerism.

From the Eugenics Research Association, nine volumes of their publications.

From the De Hostos Centenary Commission, *Obras Completas* of E. M. De Hostos, 20 volumes.



*Purchases*

The General Library purchased Besterman, *A World Bibliography of Bibliographies*; the *Provincial Papers* of New Hampshire, 38 volumes; *Journals* of New Hampshire, 32 volumes; also documents from Oregon, Maine, Indiana, Kentucky, Georgia, and *Votes and Proceedings of the Colony of New York, 1743-65*.

The Art Department, Haseloff, *Pre-Romanesque Sculpture in Italy*; Ricci, *North Italian Painting of the Cinquecento*; Venturi, *North Italian Painting of the Quattrocento*; Die deutsche Plastik des XI-XVIII Jahrhunderts, 9 volumes.

Department of Dramatic Art, subscription to Barrett Clark's *America's Lost Plays*.

English Department, Cabrol & Leclercq, *Dictionnaire d'Archéologie Chrétienne et de Liturgie*; Walpole's *Correspondence with Mme. du Deffand*; Manly & Rickert, *Text of the Canterbury Tales*; Plato's *Works*, edited by Thomas Taylor.

Geology Department, *Science of Petroleum*.

German Department, Holder, *Altkeltischer Sprachschatz*; volumes from the Library of Dr. W. D. Toy.

History Department, Mommsen, *Le Droit Pénal Romain*.

Medical School, Helmholtz, *Treatise on Physical Optics*; Kolle, *Handbuch der pathogenen Microorganismen*; *System of Bacteriology* of the Medical Research Council of Great Britain.

Music Department, *Werke* of Berlioz, Schumann, Schubert, and Purcell; Martens, *Musikalische Formen in historischen Reihen*; *Das Erbe deutsche Musik*; *Les Maîtres Musiciens de la Renaissance*; *Archives des Maîtres de l'Orgue*; *Les Monuments de la Musique Française*.

Department of Romance Languages, Sardou, *Théâtre Complet*; Ducros, *Les Encyclopédistes*.

Race Cooperation Fund, Frazer, *Anthologia Anthropologica*; numbers filling in our sets of *African Repository* and the *Liberator*.

## CATALOGUE DEPARTMENT

This year has been an irregular one in the Catalogue Department owing to the leave of absence of the head of the department for half-time for eight months, from September through April, as editor of the glossary of library terms being prepared by the A.L.A. Committee on Library Terminology. Mr. Samray Smith, a graduate of the Library School, was employed for full time and Miss Bertha Cobb, another graduate, for two months to do clerical work. The addition of Miss Shine as a new assistant enabled Miss Broome to have more time for cataloguing.

Slightly fewer books were catalogued this year than last year, but a much larger number of cards were prepared for the various catalogues. A full catalogue and a shelflist were made for the Medical School Library and a large number of soiled cards in the main Library catalogue were replaced. All of the cards from State College Library have now been filed in the Duke, or State Union catalogue.

The Department has cooperated with the Periodical Department in checking the preliminary edition of the new *Union List of Serials* for library holdings.

#### CIRCULATION DEPARTMENT—MR. COOK

It was predicted about two years ago that circulation in college and university libraries would decrease. This has not been the case at the University of North Carolina. The recorded use of books has increased from 446,833 in 1936-37 to more than 541,000 in 1939-40, or better than 17 per cent. The increase of 1939-40 over 1938-39 was not as large as that of 1937-38 over 1936-37, but the trend is still upward.

#### *Interlibrary Loans*

Another slight increase in circulation work was in the field of interlibrary loans. In 1938-39 about 1,900 books were sent to other institutions. During the past year Duke University alone borrowed within 400 of that number. The total number of books sent from this Library last year was 1,960, an increase of 1.9% over 1938-39.

#### *Carrels*

Likewise the number of carrel occupants has grown. With the ever increasing demands for carrel assignments, the efficient handling of carrels has become no small problem. During the winter quarter of 1940 nearly 400 carrel applications were received for our 160 carrels, and of these requests 260 were granted. In the fall quarter of 1939 there were 252 carrel occupants, and in the spring quarter of 1940 there were 246. Since work during the summer session is naturally more intensive, the doubling-up on carrel assignments becomes less practical. Thus the first summer session of 1940 has 227 carrel patrons, making the average number of carrel occupants for each quarter total nearly 250.

#### REFERENCE DEPARTMENT—MISS FAISON

The most significant mark of departmental growth for the year 1939-40 was a ten-hour increase in professional staff hours made possible by two departments sharing the time of an added staff member. It was also found possible to offer professional service over the week-ends.

A ten per cent increase in requests for reference service was recorded. Eight talks on the use of the Library and some bibliographical problems were given to various groups of graduate students. For a second time a short test of the student's knowledge of library usage was given to an incoming freshman class through the generous cooperation of the chairman of freshman English and his staff of instructors. Although the results showed that progress is being made in the state high school libraries, the average student still enters the University poorly prepared to use a large library effectively. Mrs. Mary Peacock Douglas, school library adviser, is interested in the project and is increasing her efforts to secure a greater degree of cooperation from the high school librarians in meeting this library problem.



Fourteen hundred and seven titles represented by seventeen hundred and four volumes were borrowed from other libraries through the interlibrary loan service to supplement our own collection. Fourteen photographic reproductions of material otherwise unavailable were also secured. Duke University Library and the Library of Congress continued to supply the greatest proportion of our borrowing needs. Approximately the same ratio of one-hundred-per cent growth in titles borrowed from the North Carolina State College Library held for a second year and offers accumulating data toward a future evaluation of the service to be derived from the regional author catalogue begun three years ago.

The question has been raised as to whether or not the benefits received from this catalogue were local or were being felt also by the other contributing libraries. Thus far its usefulness as a regional tool has not been tested.

Last summer's experiment of adding two professionally trained junior assistants to the staff to serve as substitutes during the vacation periods of the regular staff members solved a difficult problem so successfully that it was repeated during the present summer quarter.

#### PERIODICAL, EXCHANGE, AND BINDING DEPARTMENT—MRS. SKAGGS

The chief activities of this Department during the past year were: ordering, receiving and distributing 4,159 current periodicals; accessioning and cataloguing 3,521 volumes; preparing 5,407 volumes for the Bindery; circulating 3,798 unbound periodicals; answering 1,929 questions pertaining to periodicals; receiving and acknowledging 2,291 pamphlets, books, back volumes of periodicals, and 438 dissertations on exchange account, and sending 3,951 items to other libraries in like manner.

In addition some special projects were undertaken. Many sections of the new edition of the *Union List of Serials* were checked in cooperation with the Cataloguing Department, and entries for the publications of this University were sent to the editor. The list of all duplicate periodicals, as well as a "want list" was mimeographed and sent to a large number of libraries. Perhaps the most important project undertaken, however, was the Serial Catalogue. Letters were sent to several libraries requesting samples of cards used. Finally forms were evolved and work has now begun on this project.

Continuing the policy of the Library to strengthen the periodical collection 3,521 volumes were added, bringing the total number of the collection to 73,958 bound volumes. Noticeable among the sets added by purchase, exchange, or gift during the year were: *Advertising and selling*, 16 volumes; *American heart journal*, 12 volumes; *American journal of surgery*, 13 volumes; *American review of tuberculosis*, 8 volumes; *American water works association. Journal*, 11 volumes; *Annals of Iowa*, 11 volumes; *Annals of medical history*, 9 volumes; *Annals of surgery*, 14 volumes; *Antiquarisk tidskrift för sverige*, 14 volumes; *Apothecary*, 8 volumes; *Archiv für musikwissenschaft*, 7 volumes; *Archives of psychology*, 27 volumes; *Commonwealth review*, 18 volumes; *English historical society. Publications*, 29 vol-

umes; *Graham's magazine*, 16 volumes; *Harvard museum of comparative zoölogy. Memoirs*, 9 volumes; *Ilustracion española y americana*, 9 volumes; *Institut d'Egypte. Mémoires*, 13 volumes; *International clinics*, 10 volumes; *Journal de physiologie et de pathologie générale*, 35 volumes; *Journal of engineering education*, 11 volumes; *Journal of experimental biology*, 12 volumes; *Louisiana historical quarterly*, 15 volumes; *New Englander*, 22 volumes; *New Zealand journal of science and technology*, 8 volumes; *North Staffordshire field club. Transactions and annual report*, 15 volumes; *North-western druggist*, 11 volumes; *Pennsylvania magazine*, 19 volumes; *Presse medicale*, 10 volumes; *Progressive medicine*, 29 volumes; *Psychological monographs*, 42 volumes; *Revue de philologie, de littérature et d'histoire anciennes*, 10 volumes; *Scrutiny*, 7 volumes; *Société de linguistique de Paris. Mémoires*, 23 volumes; *Société entomologique de Belgique. Annales*, 10 volumes; *Strasbourg. Faculté des lettres. Bulletin*, 13 volumes; *Vermont historical society. Proceedings*, 8 volumes; *Yorkshire geological and polytechnic society. Proceedings*, 9 volumes; *Zeitschrift für geopolitik*, 13 volumes.

The following new periodicals were added to the subscription list: *Acoustical society of America. Journal*, *American association of psychiatric social workers. News-letter*, *Bulletin des amis de Montaigne*, *Civil service assembly of the United States. News Letter*, *College and research libraries*, *Colonial review*, *Dixie business*, *Ergebnisse der exakten naturwissenschaften*, *Far eastern quarterly*, *The Group*, *Insurance examiner*, *Journal of milk technology*, *Living*, *Mathematical reviews*, *Messages*, *Musical mercury*, *Photo technique*, *Public personnel quarterly*, *Public personnel review*, *Review of religion*, *Scrutiny*, *Society for research in child development. Monographs*, *Strukturbericht*, *Zeitschrift für sozialforschung*.

#### NORTH CAROLINA COLLECTION—MISS THORNTON

The North Carolina Collection added during the year 452 bound volumes, 601 pamphlets, 1,463 continuations (reports, bulletins, etc. in pamphlet form), 103 issues of unbound newspapers, 1,830 mounted clippings, 10 maps, and 14 pictures. Cataloguing of new material added 5,002 cards to the Main and North Carolina Room catalogues. The greater part of the additions came by gift. Response to written requests for bulletins, minutes, reports of societies, institutions, and state departments adds each year a large body of material. As source material, these are more valuable for research than the books and pamphlets we acquire by purchase. Not always preserved even by the organization which issues them, they soon become the rarer type of printed matter. The Collection is particularly rich in state documents, having the largest body of that type of material in existence. A great deal of work is required to gather publications of this character, individual requests being necessary for each issue.

Reference work for the students and faculty members and for individuals and organizations writing for information on the state showed a marked increase. Stimulation of writing has always been one of the main services of the Collection. During this year, two new North Carolina histories are coming into being from the resources of the Collection; sev-



eral biographies in book form are now being written; editorial boards of magazines of such wide popular appeal as *The National Geographic* and *The Saturday Evening Post* have written for bibliographies to be used in preparing feature articles on North Carolina.

Bibliographies compiled for publication during the year were as follows: the annual bibliography of North Carolina, published in the April, 1940, issue of the *North Carolina Historical Review*; continued work on a comprehensive bibliography of North Carolina state documents, which is now approaching completion.

Plans were laid for a collection on Sir Walter Raleigh and the Roanoke Island Colonies for which it is hoped a special endowment may be secured. Another collection projected during the year will serve as a memorial to the late Thomas Wolfe. A fund is being subscribed with a view to placing his manuscripts in the Library.

A list of donors to the Collection (exclusive of societies, institutions, and state departments) will be found elsewhere in this report. The continued financial support of John Sprunt Hill is gratefully acknowledged.

#### DOCUMENTS DEPARTMENT—MR. SHEPHERD

An increasing demand is being made on the services of the Documents Department by students and faculty. More and more reference work is being done with the documents material. This fact makes it difficult to proceed very fast with the adequate organization of the enormous lot of federal and state documents that have been collected.

The Librarian's last report pointed out how the crowded condition of the stacks was making it imperative to resort to storage of great quantities of books on the floors. Documents were the chief type of books being stored in such manner, and another year's growth has made the shelving situation in this department particularly acute. Needless to say service to the public will become correspondingly impaired as the situation continues so.

Collecting material has gone on steadily in spite of crowded conditions, because it is thought that the material should be collected while it is available. The number of items added last year was 18,846. Great emphasis was placed on filling out the collection of legislative journals. A small amount of money together with persistent begging and exchange enabled us to acquire many items whose market value would have been several thousands of dollars. The energetic interest of Dr. W. S. Jenkins of the Political Science Department has aided considerably in this campaign.

The Documents Department has begun a new publication, the *Monthly checklist of North Carolina official publications*. It was mainly designed to be an aid to ourselves in collecting North Carolina documents. It was soon seen to have a far-reaching demand, and now libraries all over the country are requesting to be put on the mailing list. It serves as their guide to collecting North Carolina documents better than heretofore. The time and effort contributed by Mr. Cook in helping on this project are gratefully acknowledged.

*Microphotography Division*

The facilities for photographic reproduction of materials were somewhat increased by transferring the laboratory from its former cramped quarters to room 306. A lead-lined sink and plumbing connections were installed in the room. Another new piece of equipment, a print drier, was added. A major activity of the Division during the past year was the filming of approximately 32,000 pages of otherwise unobtainable legislative journals from the states of Virginia, Maryland, Delaware, and New Jersey. Much of this was accomplished through the assistance of Dr. Jenkins. A great number of minor jobs were done for the Southern Historical Collection, students, and faculty. It is being realized all along that this is a potential service agency for the University, and in due time its facilities should be increased.

## LIBRARY EXTENSION DEPARTMENT—MISS ROBERSON

The activities of the Extension Department of the University Library may be grouped under three heads: (1) the preparing of study outlines based on books of special interest, (2) the lending of books to non-residents, and (3) the operation of a bookshop within the walls of the Extension Library, for local readers.

*Study Outlines*

Each year six study outlines are published known as *Library Extension Publications*, prepared by members of the University faculty or someone connected with the University. Recent *Publications*:

October, 1939	The New Frontier, by W. W. Drake
January, 1940	United States Mural, by Lucile Kelling
April, 1940	Other People's Lives, by Cornelia Spencer Love
May, 1940	Adventures in Reading, No. 13, by Agatha B. Adams
June, 1940	Adventures with the Opera, by Adeline McCall
July, 1940	Arts of the Georgian Period, by Marjorie Bond

The sum of \$432.38 was spent for preparing and printing the study outlines of which \$281.93 went for printing. Dr. H. W. Odum's Department of Sociology financed *The New Frontier*, by W. W. Drake and the bill for the last two has not been paid to date—facts which explain the low cost of publications the past year. Sales from these recently published *Publications* and all those previously published amounted to \$1,505.55. These study outlines were used regularly by 100 registered clubs, which bought ten or more copies for each club, and 221 libraries subscribed to the entire volume of six issues. The registered clubs were located in 18 states besides North Carolina, and in Texas there were 16 registered clubs.

*Lending Books*

During the year 5,538 packages of books, containing 10,618 books and 6,930 pamphlets and magazine articles, were mailed from here. The following groups received the 5,538 packages: registered clubs, 1,270 packages; non-registered clubs, 1,406 packages; individual readers, 1,397 pack-



ages; correspondence students, 611 packages; college students, 143 packages; high school students, 214 packages; librarians, 140 packages; teachers, 284 packages, and debaters, 73 packages. The cost of new books and periodicals added to our collection amounted to \$940.26; rental fees, overdue fines and lost books replaced, amounted to \$1,316.15. The borrowers also paid postage both ways on books used, refunding \$524.65 on books mailed from Chapel Hill.

#### *Bull's Head Bookshop*

Operating under the Extension Library is the Bull's Head Bookshop, organized a decade or more ago as an independent agency on the campus under the English Department, to serve students and faculty and townspeople with very recent books, many of which the Library is not able to supply as rapidly as the readers demand them. These books are either rented or sold as the occasion arises. The sales and rentals of the year 1938-39 amounted to \$5,178.47 and for the year 1939-40 the sales and rentals amounted to \$7,590.99, an increase of \$2,412.52. At the end of 1938-39 the profit was \$745.20, and at the end of 1939-40 the profit was \$946.93. The funds of this Bookshop are entered on the books of the business office under Trust Funds and the moneys are carried over from year to year to purchase new books and pay the salary of one person who has charge of the Bookshop.

#### *Bookshop Teas*

Once a week members of the faculty and out-of-town visitors were invited to speak for the Bookshop teas. These teas, held every Wednesday afternoon through the fall and winter quarters, have been well attended and apparently fill a real place in the community. At the first two teas in the fall of 1939, both speakers discussed the European situation: Professors J. C. Lyons and Benjamin Swalin had recently returned from Europe and gave first-hand accounts of their experiences. After these, the talks were consistently of a literary and non-political nature—a policy which would seem wise, both as more appropriate to a bookshop, and less apt to overlap the activities of other campus agencies. Whenever feasible, a member of the faculty was invited to review a recent book for which he had some especial knowledge; as for instance, Professor Dougald MacMillan, of the English Department, reviewed *The Young Melbourne*, by Lord David Cecil, and Professor James Godfrey, of the History Department, reviewed *Not Peace but a Sword*, by Vincent Sheean.

#### *Personnel*

In the absence of Miss Nellie Roberson, away on a year's leave, Mrs. N. B. Adams shared the duties of the head with Miss Annie Pickard, who also was in charge of reference work for the clubs. Miss Elinor Walters was in charge of reference work for schools and individuals and Mrs. P. H. Winston received all funds and kept records from which all statistics are compiled. Miss Frances Mullican, a graduate of the School of Library Science ('39), was a part-time assistant in clerical work. One N.Y.A. stu-

dent assistant attended to shelving books and typing labels for mailing. Mrs. Charles Valentine was in charge of the Bookshop.

#### COMMERCE LIBRARY—MRS. VON BECKERATH

The Commerce Library can report substantial progress in almost all phases of its activities, though crowded conditions in the reading room are not conducive to the most efficient handling of the work. Forty-eight thousand books were circulated by the staff, and 723 volumes were added. Two hundred and one volumes of this number represent bound periodicals, which completes the program inaugurated last year with the cooperation of the Periodical Department, for binding all unbound Economics and Commerce periodicals.

There has been a considerable curtailment of foreign material, bank letters, etc., but through gift and purchase some valuable additions have been made. The Jefferson Standard Life Insurance Company donated a set of insurance periodicals, 10 volumes of *Handy Guide to Premium Rates*, and 25 volumes of *Best's Life Insurance Reports*. Other additions were *The Exporters Encyclopedia*, *Directory of Business Terms*, *Commodity Year Book*, *Biethell's Commercial German Dictionary*. Also an interesting collection of books and pamphlets on *Careers* has been made, and as a contribution to the vocational literature of the Library, a set of 101 monographs was procured from the Institute of Research on Careers.

The Commerce Librarian served as Editor of the *Library News Sheet*, and also issued a departmental news bulletin.

#### RURAL SOCIAL-ECONOMICS LIBRARY—MISS SMEDES

The Rural Social-Economics Library has during the last year become an integral part of the main Library by the inclusion of its librarian on the regular Library staff. This, however, produces small change in the status and methods of this departmental library, which has been in charge of Miss Smedes almost ever since Dr. Branson launched it with high hopes and bouyant enthusiasm some twenty-odd years ago.

Meagre appropriations permit only negligible growth in its book collection which numbers around 3,600 volumes, but its files of pamphlets, mounted clippings, and press releases expand steadily. Roughly they may be placed at 43,000 pamphlets, 105,000 clippings, 25,000 press releases. The closest vigilance is exercised to keep this material complete and up-to-date.

During the last two years N.Y.A. assistance has enabled us to add night hours to the regular library schedule and this service has been much appreciated. This departmental library meets needs of many branches of the University besides Rural Social-Economics. It is used particularly freely by Sociology and Political Science students, and also in interlibrary and extension loans.

#### LAW LIBRARY—MISS ELLIOTT

Despite certain unusual circumstances which developed during the year and with the usual too much work and too little money, the accomplishments of the Law Library for 1939-40 were up to normal. Assuming re-



sponsibility for the building of the new Law Library of the North Carolina College for Negroes in Durham increased the duties at least twenty-five per cent, but the staff's fine cooperation made it possible to carry on the plans for improving the service and developing the collection.

Of special importance was one project. For eight months the N.Y.A. assistants concentrated their energies in equipping all books except texts with pockets and typed book cards. This means thirty thousand books were handled in the course of the year.

The long-time building plan suffered no serious interruption even though the budget was almost entirely absorbed by maintenance. Two sections were as nearly completed as was possible on an exchange basis. From sample copies of journals and reviews, new to our collection, all periodicals which seemed desirable and which could be secured on exchange, were added to the list. This gives the Law Library almost a complete section of periodicals. Besides this the Statute Section, after long years of planning, was completed as to permanent editions of codes by means of exchanges and some purchases. Hereafter the upkeep will require the minimum outlay, thus releasing funds for the Reports Section.

The final count of accessions shows that the number of books added to the collection is up to the high water mark of other years—1,750 volumes. This was made possible by the number of important gifts which came to the library. A gift of six hundred volumes of basic North Carolina legal material from the library of the late Judge E. C. Cline of Hickory, N. C., sixty volumes of the late P. H. Winston's library, thirty volumes, a gift of the Columbia University Law Library, with a number of one-volume donations—the most valuable of which was a 1940 edition of *Webster's New International Dictionary* from the Law School Association—kept the record up to that of past years.

Believing that professional improvement of the librarians should go hand in hand with the growth and improvement of the library, the librarians have made headway along this line too. Mrs. Lumpkin, Assistant Librarian, received her A.B. degree from the University of Mississippi in June and started work leading toward a library science degree in the summer of 1940. The Librarian has made an extensive study of the subject of standards for law librarians and law libraries. The benefit of this study works in two directions. This delineation will be felt in the development of the Law Library at the University of North Carolina and in a larger way the whole librarians' profession will be affected, for the study was shaped into a report and given at the meeting of the American Association of Law Libraries in Toronto the last of June, 1940.

#### GEOLOGY LIBRARY—MISS AVERITT

The outstanding achievement of the Geology Library during the past year was its service rendered to students in the departments of Geology, Geography, and Mineralogy and Petrology. It is significant in the growth of the library's usefulness that the library has had a large demand for works on mining and metallurgical subjects.

The routine work of the student assistants during the year included the listing of the United States Geological Survey topographic maps by titles and states. We now have 4,128 topographic maps, and 4,950 duplicates which we need for class use.

#### MEDICAL LIBRARY—MISS DOLVIN

The Schools of Medicine and Public Health are rapidly growing out of the stage where they can be served by a mere working library. With the increasing emphasis upon graduate teaching and research in both schools, demands are made for a library adequate to serve these functions. The present book stock totals 6,219 volumes, 1,106 of which have been added this year, which is obviously hopelessly inadequate. Much could be said about the reorganization of the library in its new quarters, the service it has tried to render, and the magnificent cooperation and generosity exhibited by the friends of the library. Our greatest need, however, is money with which to develop the reference and research facilities in order to keep pace with the institution which we are attempting to serve.

#### LIBRARY STATISTICS

1939-40

##### *Acquisitions—Books*

Gifts from individuals, societies, and institutions .....	2,204
Documents, Federal and State (accessioned) .....	831
Exchanges (catalogued) .....	695
Bound volumes of periodicals from the bindery .....	3,249
Volumes through purchase .....	7,046

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Total number of volumes received, 1939-40 .....	14,025
Total number of volumes withdrawn .....	1,621
Total number of volumes in Library, June 30, 1940 .....	386,390

##### *Circulation*

Books loaned at desk of Main Library .....	138,163
Books loaned in Reserve Reading Room .....	173,006
Books loaned in General College Library .....	82,986
Books loaned in Departmental Libraries .....	146,922

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Total circulation in Chapel Hill .....	541,077
Books, pamphlets, etc., mailed to clubs, schools, individuals, etc. ....	25,492

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Grand total circulation .....	566,569
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##### *Interlibrary Loans*

Volumes borrowed from other libraries .....	1,704
Volumes loaned to other libraries .....	1,960

##### *Catalogue Department*

Total number of volumes catalogued .....	12,792
New cards added to main catalogue .....	33,698
New cards added to department catalogues .....	11,808
New cards for the Duke catalogue .....	5,808
Total number of catalogue cards made .....	51,314



## LIBRARY FINANCES

*Receipts*

University appropriation, books, maintenance, salaries .....	\$ 94,213.22
Gifts .....	5,713.12
Miscellaneous receipts (fines, etc.) .....	2,133.09
Total .....	\$102,059.43

*Disbursements*

Books .....	\$ 9,254.49
Continuations (serials, yearbooks, etc.) .....	3,922.45
Periodicals .....	7,227.82
Bindings .....	5,051.05
Building Equipment .....	1,933.36
Postage .....	1,641.88
Printing .....	2,399.53
Repairs .....	248.85
Supplies .....	3,370.05
Telephone and Telegraph .....	380.88
Salaries .....	56,822.09
Wages .....	4,093.86
A. B. Andrews Fund .....	7.37
Baskerville Memorial Fund .....	19.71
W. R. Davie Fund .....	127.00
General College Library .....	1,864.64
Kenan Chemistry Library Fund .....	400.21
Kistler Fund .....	957.17
Library Upkeep Fund .....	1,577.21
North Caroliniana Fund .....	285.75
Oxford Group Fund .....	.98
Pruden Fund .....	2.00
Race Cooperation Fund .....	347.87
Katharine Morris Shipley Fund .....	68.21
F. A. Sondley Fund .....	55.00

102,059.43

## Total

## Book funds outside regular Library budget:

School of Commerce .....	2,197.92
School of Law .....	1,751.06
School of Library Science .....	599.48
Division of Public Health .....	170.03
Department of Music .....	1,109.48
Department of Physical Education .....	7.95
Department of Physics .....	29.96
Department of Political Science .....	198.77
Department of Zoology .....	21.80
Teacher-librarians Fund .....	266.72

6,353.17

## Total

Total from all sources for books, periodicals, bindings \$ 37,522.10

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Respectfully submitted,

CARL M. WHITE, *Librarian.*

# REPORT OF THE DIRECTOR OF THE SCHOOL OF LIBRARY SCIENCE

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*To the President of the University:*

I have the honor to present the ninth annual report of the School of Library Science for the academic year, 1939-1940, the Summer Session of 1940, and the opening of the session of 1940-1941. Looking back over the past year's work there was little that was striking. Yet, keeping in touch with library trends and trends in professional education, reconsidering the curriculum in this light and in that of the students' previous preparation, following up an ever-widening circle of graduates through visits and correspondence, was an absorbing task. What changes do the alumni suggest for the training of the students now in attendance? What advice and inspiration can be given to the graduates when they write or come in to ask about their problems? The essential routines connected with the accumulation and organization of a growing book collection, the necessary records of students and alumni, and the physical equipment of the School, must be carried on from day to day by a staff inadequate in numbers. At the same time it is necessary that the faculty and staff do not become lost in routines, but that they are given sufficient time to look forward, to test what has been done, and to devise better ways of training the librarians of the future.

## ALUMNI

The alumni now number 287, including 158 North Carolinians. Two hundred and nine of the alumni hold library positions; 86 (41.14%) of them are employed in North Carolina libraries. Former reports have given the statistics as of November first; September, however, is a better time since it comes between two academic years. For this reason the following statistics are given as of September 15, 1940.

School libraries:		
In North Carolina .....	35	
Elsewhere .....	24	
Teacher-librarians		
In North Carolina .....	3	
Elsewhere .....	2	
	—	
	64	30.62%
College libraries:		
In North Carolina .....	14	
Elsewhere .....	34	
	—	
	48	22.96%



## University libraries:

In North Carolina .....	15	
Elsewhere .....	15	
	—	
	30	14.35%

## Public libraries:

In North Carolina .....	16	
Elsewhere .....	42	
	—	
	58	27.75%

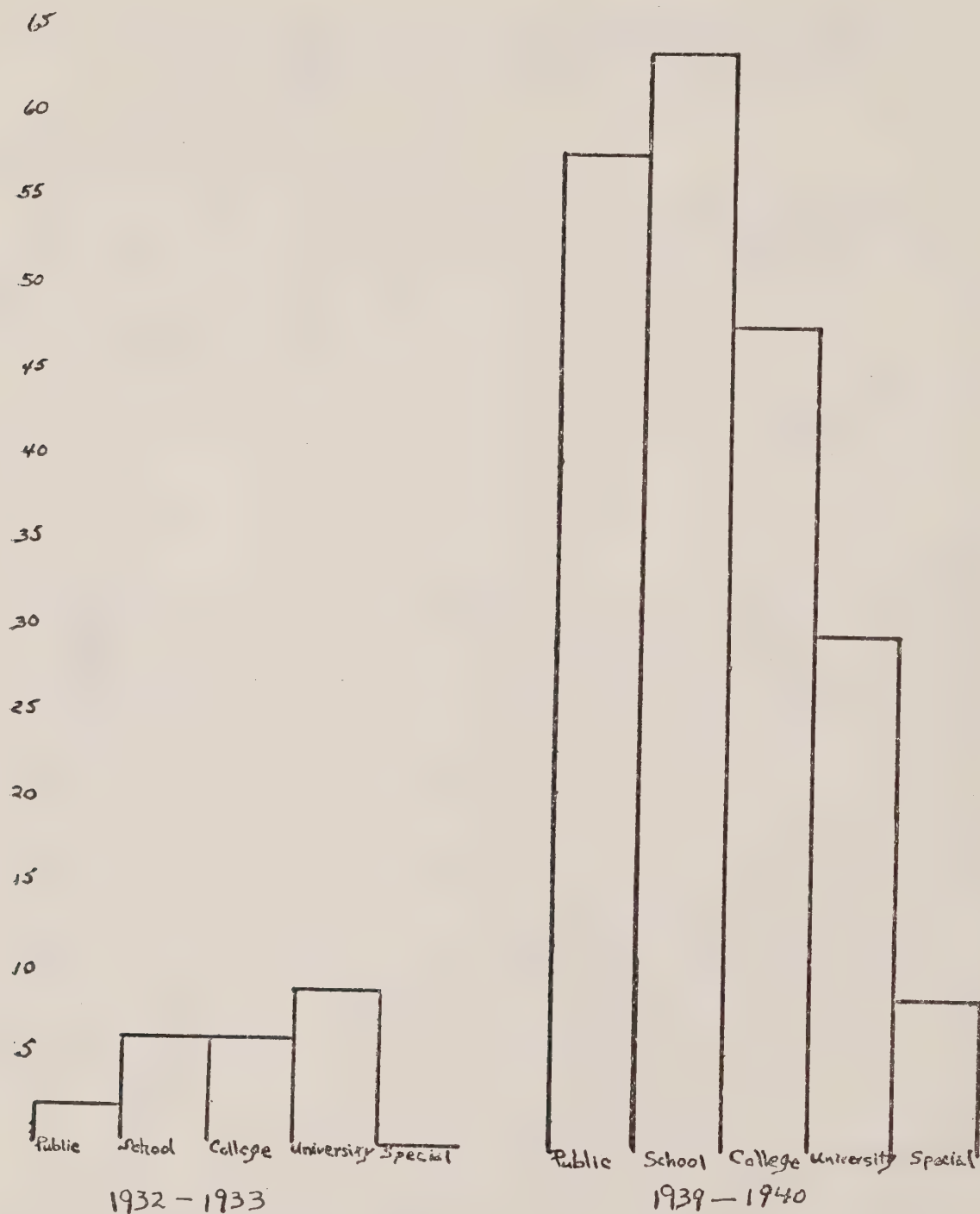
## Special libraries:\*

In North Carolina .....	3	
Elsewhere .....	6	
	—	
	9	4.16%

At this time when most of the Southeastern States, including North Carolina, have recently put into effect the requirement of a School Librarian or a Teacher-Librarian (a person who teaches part of the day and serves as librarian the remainder of the time) for every accredited high school, it is of interest to note the growth in the proportion of alumni who are engaged in school library work as against the proportion who were engaged in it in 1932-1933, the first year after the School was established. The graph which follows shows this gain clearer than figures would. The increase in the number of the alumni in public and college and university libraries is also shown and their proportion to each other. In 1932-1933, there were no alumni in special libraries; the largest group were in university libraries; college and school libraries claimed the next largest group with an equal number; and the smallest number were in public libraries. At present the school librarians lead among the number of alumni employed, public librarians come next, and university librarians are the smallest number except for the new group—special librarians. Considering this marked trend in placement the School must look especially to what it has to offer school librarians.

It will be noted that not all of the alumni are engaged in library work. Of the 78 who are not, 42 (53.8%) are women who have given up their careers, at least for the present, and are married and living at home. Twenty of the graduates are unemployed but desire library positions; the others are occupied in various ways. As noted earlier in this report the figures in former reports are as of November first which accounts in part at least for the larger number of unemployed recorded here. Naturally there would be fewer members of the June class placed by September 15th than by November first. On November 1, 1939, 94.35% of the alumni de-

\* In former reports librarians of departmental libraries in universities have been recorded under university libraries, but it has been decided to record them under special libraries as being more accurate.



siours of being placed had library positions; 91.26% of such alumni were placed on September 15, 1940.

This year marks the appointment of the first public school librarian in a northern city. Another alumna will go to a similar position for six months in 1941 on leave from her North Carolina position.

#### STUDENTS

There was an average of  $33 \frac{1}{3}$  students enrolled each quarter for the academic year 1939-1940. Twenty-six were graduated in June 1940, 3 men and 23 women. One hundred and forty-two were enrolled for the Summer



Session of 1940. Eighteen of the 51 candidates for the library science degree, enrolled during the 1940 Summer Session, completed the work and were awarded their degrees in August.

The total enrollment for the fall quarter of 1940 is 31. Of this number 3 are men; 28, women; 5 are part-time students; 26, full-time. There are 17 enrolled from North Carolina, 3 from Virginia, 2 from Florida, and 1 each from Alabama, District of Columbia, Georgia, Maine, Maryland, New Jersey, New York, South Carolina, and Czechoslovakia. Twenty-three colleges and universities were represented; 10 states, the District of Columbia, and Czechoslovakia.

A comparison of the student enrollment during the regular sessions shows little difference since the size of the staff, quarters, book collections, facilities in general, and demand for trained librarians all remain rather constant and point to 30 to 40 as the proper number for this School to undertake to train at present. A comparison of the enrollment of 22 candidates for the degree and 6 special students in the Summer Session of 1935, the first summer that cumulative courses leading to a degree were offered, and 51 candidates for the degree and 91 special students in 1940 shows a notable increase. This increase was the result of the great demand throughout the Southeast for full-time school librarians and part-time school librarians (the so-called teacher-librarians). It was possible to expand the facilities for the summer sessions by arranging to use classrooms, offices, and the library at the Chapel Hill High School and by enlarging the faculty and staff for the summer session. The same reasons operate to keep down the number of degree candidates in the summer session as do in the regular session although the figures just given show some increase in that group made possible by the larger summer session faculty, etc.

#### TRIP TO VISIT LIBRARIES

The week's trip to visit libraries has become as much a part of the regular curriculum as any of the courses and the students continue to derive great benefit from it. Last year for the first time the second course in Cataloging and Classification and the course in Library Administration instead of being offered respectively in the winter and spring quarters were offered on alternate days throughout the winter and spring quarters. This arrangement meant that the students had had part of their administration course before taking the trip and resulted in more intelligent observation of many features of the libraries visited. This plan also made a better adjustment of teaching load possible for two faculty members.

Another change is in offering the trip only alternate summers since the number completing the curriculum then is not so large as that of the group finishing in June. Hence the trip taken in July 1940 included the students who will graduate in the summer of 1941 as well as those who completed their course in August 1940.

A new feature of the trip this past summer was a dinner for the students at their New York hotel the last evening of their stay with such well-known guests of honor as Mrs. May Lamberton Becker, of "Books,"

of the *New York Herald Tribune*; Miss Effie Power, formerly Director of Work with Children at the Cleveland Public Library, who was teaching in the School of Library Service of Columbia University during the summer session; and Miss Mary Gould Davis, Supervisor of Story-Telling, New York Public Library.

#### SUMMER SESSION

Elsewhere in this report mention has been made of the number of students enrolled during the summer session, the visiting instructors, and the fact that quarters at the Chapel Hill High School were used for the Teacher-Librarians. As in the Summer Session of 1939, a three-day conference for School Librarians, planned by the State School Library Adviser in cooperation with the State Department of Education, the University's Department of Education, and the School of Library Science, was held at the Chapel Hill High School during the latter part of June. This conference took the form of a "Workshop" with opportunities for those attending to examine the books assembled and to have time for conferences. Besides the school librarians who came to Chapel Hill especially for the conference many of the students who were taking courses in library science attended one or more of the lectures and conferred with the State School Library Adviser. Visual Aid materials were stressed and the program included a talk by Mr. Milner of the University's Visual Material Bureau.

#### STAFF

The School was fortunate in its staff for the Summer Session of 1940. Mrs. Muriel S. Jordan, Children's Librarian, Durham, N. C., Public Library; Miss Edith N. Snow, Associate Professor, Library School, Carnegie Institute of Technology in Pittsburgh; Miss Margaret Martin, formerly Associate Professor and Associate Director of the Library School of Hampton Institute, now the proprietor of a book store in St. Petersburg, Florida; and Miss Hazel Baity, Librarian of the Bowman Gray High School in Winston-Salem, N. C., were back as visiting instructors. Mrs. Lucille Cavanaugh, Librarian, Peace Junior College, Raleigh, N. C. and Miss Sudie Kennon, Librarian of the Chapel Hill High School, again served as librarians of the Library School Library and the High School Library respectively. The new visiting instructors for the 1940 Summer Session were Mrs. Frances Sawyer Henke, Director of the Library School, Our Lady of the Lake College, San Antonio, Texas, who taught courses in book selection for both terms, and Mrs. Mary Drane Grant, Assistant to the Library Consultant, Teachers College, Columbia University, who taught courses in cataloging and in elementary reference work during the second term.

Miss Emily Biddle Meigs, who served as Visiting Lecturer for the academic year 1939-1940 carrying the courses in book selection and in school library organization, has been appointed Assistant Professor in the School.

Miss Laura Reed resigned effective September 20, 1940. She had been Reviser-Librarian for the past two years, a position carrying a variety of duties, the satisfactory performance of which effects almost every phase



of the School's activities. She went to Valdosta, Georgia as Assistant Librarian at Georgia State Woman's College. Since her resignation a re-arrangement has been effected which it is believed will add to the efficiency of the work of the School. The position of part-time Secretary so ably held by Mrs. Marion Healy has been changed to a full-time position throughout the year, and Miss Eleanor Pearce of the class of 1940 of this School has been appointed as full-time Reviser-Librarian for the academic year. Summer session librarians and revisers will be appointed as needed as visiting instructors are.

Dr. Carl M. White's resignation as Librarian, effective September 1, 1940, made another change in the Library School personnel since he was a part-time member of its faculty as well as Chairman of the Division of Library and Library School. Dr. White taught the course in the History of Books and Libraries during the spring quarter and gave generously of his time to Library School problems.

As usual the faculty attended the biennial meeting of the North Carolina Library Association, the annual meeting of the School Librarians' Section of the North Carolina Education Association and some of the district meetings of this association. Miss Kelling has been working with a group of reference librarians in the Southeastern Library Association to build up a program for reference and college librarians at their biennial meetings. Dr. Akers, Director, as a member of the Committee on the TVA Library Internship, took a week's trip in October 1939 to visit camp and regional libraries in the TVA area, and in March 1940 attended a three-day conference in Knoxville of librarians from this area. She also attended the American Library Association's midwinter conference in Chicago, and its annual meeting in Cincinnati the latter part of May 1940 including the three-day Regional and County Library Institute which preceded it.

#### PLACEMENT SERVICE OF THE SCHOOL

The work involved in assisting the graduates to secure positions and in aiding inquiring library employers to secure desirable members for their library staff has grown with the increasing body of alumni. Statistics of placement have been kept only since 1938 and such figures as those noted below give little idea of the amount of work involved:

	1938	1939	1940*
Positions filled by the School in			
Public Libraries .....	3	11	7
School Libraries** .....	7	7	7
College Libraries .....	6	8	7
University Libraries .....	6	1	7
Special Libraries .....	0	0	0
	<hr/>	<hr/>	<hr/>
Total number of positions filled by the School .....	22	28	28
Total number of requests for recommendations not filled by alumni from the School .....	30	64	20

\* The figures for 1940 are only through September 19, 1940.

\*\* Practically all of the students who take their work during the summer session are school librarians, but they come from school library positions or are teachers who wish to get their training and change to library work, frequently in the same school, hence they usually have positions and so are not placed by the School which accounts for the fact that the figures for School library positions are no larger and perhaps does not give a true picture of the number of school librarians trained at Chapel Hill.

In 1938 the School filled library positions in six states; in 1939, in nine; and in 1940\*, in nine. The above are very elementary statistics. Even with the present small staff a plan has been worked out whereby from now on it will be possible to know not only how many positions have been filled and how many have not been filled, but also the type of position and the kind of library supplied, *e.g.*, catalog librarian in a college library. And it will also be recorded whether the unfilled position was not filled because (1) an offer did not actually materialize although recommendations were requested; (2) one of the alumni was recommended and was offered the position but declined; or, (3) because no alumnus was available with the qualifications required.

More detailed records such as these will enable the School to do better work in placement and in advising students for which type of library and for which type of work within the library to prepare. If, for instance, the position of catalog librarian in a public library is not filled in a number of instances because there are no available graduates for such positions and at the same time alumni prepared for the position of reference librarian in college libraries have difficulty in securing positions, more students can be advised to prepare for cataloging in public libraries. Although many students come with a definite interest and definite fitness for one type of library or one type of library work; others, more all-round in their qualifications and with more varied interests, could be guided into those fields in which there are apparently the most opportunities at the time.

Previous reports have mentioned the work being done on the alumni records, the preparation of a master card for each alumnus with detailed information as to his academic and professional education and training, his special interests, publications, advanced degrees, library specialty, foreign language equipment, and experience. Indexes to this information from various points of view are also maintained. This work has progressed nicely despite the small staff and it is hoped that the file can be completed this academic year.

Besides the record making there are personal conferences with library employers and the necessary correspondence. The initial step in placement often occurs during meetings at library conferences between the faculty of the School and other librarians.

#### SUMMARY OF THE SCHOOL'S NEEDS

The most urgent needs of the School were enumerated in the 1938-1939 report under the following heads: (1) staff, (2) quarters, (3) books and equipment, and (4) travel funds. The problem of an adequate staff is in process of being met. As indicated in another section there has been a readjustment and the Secretary is now full-time throughout the year, the Reviser-Librarian full-time throughout the academic year, with such appointments for Librarian and Reviser for the summer session as the enrollment warrants. There is need of a part-time office assistant so that the Secretary may have more time for the records.

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\* That is, up to September 19, 1940.



The greatest need of the School at the present time is an added instructor who can pay particular attention to the courses especially for school librarians in the regular session and those for teacher-librarians in the summer session. This instructor should not only have general oversight over these courses, teaching some of them, but she should also have time and funds available for travel in the state and elsewhere to supervise the alumni in their first positions, to keep in close touch with the schools and what is being done in class room and library in order to estimate its potential effect upon the curriculum.

In considering needs the value of funds for outside lecturers with their fresh view-point should not be overlooked.

Quarters have been listed as a crucial need in each of the two past reports and are becoming daily more necessary from the point of view of both the School and the Library. Summer session plans and accomplishments are closely connected with adequate quarters. Divided quarters such as are being used now with the students who are candidates for the degree in the regular quarters of the School and the teacher-librarians in the local high school, a block away, complicates staff arrangements. It is recommended that the addition to the Library Building be made at the earliest possible moment and that the growing needs of the School be considered in that connection. A library school housed apart from a library would be at a great disadvantage. Since its quarters should be freely accessible to the stacks, reference and bibliography rooms, public and union catalog, etc., they should be under the same roof. The present summer session quarters are adequate just so long as the present arrangement with the local high school can be continued. But the work of the regular session is now handicapped by the lack of a second lecture room, a conference room for student use, and additional office space.

Books and equipment are the next needs listed and will be taken up separately. The only solution to the pressing need for more and more books is more and more funds for their purchase. There is no way to teach students how to select books for the needs of others or how to judge them without an abundance of recent books and classics in different editions. The fact that the University has a small book shop makes it possible to rent some of the recent books rather than to purchase them, and naturally a small book fund goes farther if part of it is used for rentals rather than for purchases. While this helps to satisfy the need it does not fully meet it. Besides books and pamphlets, a growing list of periodicals is necessary. The need for replacements in the book collection will increase with each year.

Equipment needs grow also. There is constant demand for more shelving to accommodate the increasing number of books, more vertical files as the alumni and other records expand. Another map case is needed as are also new types of equipment, *e.g.*, book charging machines; newer types of exhibit cases.

The University, considering its very limited travel funds, has been generous to the School; nevertheless the funds are entirely inadequate.

Throughout the report there are indications of the need to attend the meetings of librarians and other closely related groups, *e.g.*, the Adult Education Association, the National Education Association, and to visit the alumni at work in their libraries. The present funds only permit the attendance of one member of the faculty at the Midwinter Conference of the American Library Association; no one in recent years has been sent to the annual meeting of this Association nor to such meetings as that of the Eastern College Librarians. Such meetings as those of the Adult Education Association have not had even one representative. Thus far the meetings of the State Library Association, State Education Association, and Southeastern Library Association have been attended by the majority of the faculty; sometimes paying their own way, sometimes being sent. Much more effective work could be done with the alumni in the first critical years if there were an added instructor and more travel money.

Then, too, more travel funds would mean that more often advantage could be taken of the nearness to Chapel Hill of a person well-known in the library field or a closely allied profession, bringing him to the School for a lecture or series of lectures.

#### PLANS

What is more important than keeping up with trends in library development; training students to think, to size up and apply their theory to given situations; seeing that alumni are discriminating readers, readers of wide and deep interests, that they see library work in its broad setting as a social and educational force? To do this an adequate staff, comfortable quarters, enough books and other printed material in all fields, opportunity to attend meetings and conferences are necessary.

Time is needed to work out plans for a closer relationship with such individuals on this campus as those who are making social surveys, teaching public administration, training teachers.

Respectfully submitted,

SUSAN GREY AKERS, *Director.*

November 1, 1940









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UNIVERSITY OF NORTH CAROLINA  
REPORT OF THE DIVISION OF LIBRARY  
AND LIBRARY SCHOOL

1940-1941

# THE UNIVERSITY LIBRARY

CHARLES E. RUSH, *Director and Librarian*

## THE ADMINISTRATIVE BOARD DIVISION OF LIBRARY AND LIBRARY SCHOOL

SUSAN GREY AKERS  
RICHMOND PUGH BOND  
MILLARD SHERIDAN BRECKENRIDGE  
GUSTAVE ADOLPHUS HARRER  
STURGIS ELLENO LEAVITT

WILLIAM DEBERNIERE MACNIDER  
ALBERT RAY NEWSOME  
ARTHUR EDWARD RUARK  
CHARLES E. RUSH, *Chairman*  
JOHN BROOKS WOOSLEY

FRANK PORTER GRAHAM, *President of the University*  
WILLIAM DONALD CARMICHAEL, *Controller*  
ROBERT BURTON HOUSE, *Dean of Administration*

## FRIENDS OF THE LIBRARY

JOHN SPRUNT HILL, *Chairman*  
FREDERIC M. HANES, *Vice-Chairman*  
MRS. LYMAN A. COTTEN, *Secretary*



# UNIVERSITY OF NORTH CAROLINA REPORT OF THE DIVISION OF LIBRARY AND LIBRARY SCHOOL

1940-1941

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## REPORT OF THE LIBRARIAN

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*To the President of the University:*

Fully appreciating the honor and the opportunity, I present the report of the Librarian for the fiscal year beginning July 1, 1940 and ending June 30, 1941. The report for the same period of the Director of the School of Library Science as submitted by Dean Susan Grey Akers is appended herewith. The following account includes also additional information concerning the general work of the Library during the summer and fall quarter of 1941. However, since the appointment of the present Director became effective on April 15, 1941, less than three months of the new library administration are reviewed in the statistical portions of the record.

### RESIGNATION OF THE LIBRARIAN

The resignation as University Librarian of Carl M. White, to become Director of the University of Illinois Library and Library School, occurred on August 31, 1940. During the following interim of eight months, the Library was efficiently administered by Olan V. Cook, who was promoted to the post of Assistant Librarian on August 1, 1940 and served as Acting Librarian until the new Director assumed responsibility. Much credit also is due to each member of a hard working staff and to the membership of the Administrative Board for loyal support and cooperation which contributed effectively to the progress of the Library during the year.

The significant professional contributions made to this University by Mr. White during the two-year period of his librarianship are recognized and appreciated on the campus and throughout the State of North Carolina. Further attention should be called to his keen and critical reports of 1938, 1939 and 1940, in which he offered noteworthy analyses of the development of the University Library, definite proposals calling for more adequate library finances, and digests of special studies emphasizing book, staff and building needs. These recommendations were prepared with care and foresight. In nearly all respects, they apply today as urgently as when formulated. To serve the best interests of the whole University, the administrations of the University and of the Library must keep them in sight as exceptionally helpful guide posts. The services to this institution of Librarians White, Downs and Wilson are as favorably known and remembered by the library profession throughout the Nation as by friends of the

Library in Carolina, and thus they have paved the way for exceedingly pleasant and hopefully fruitful opportunities for the librarian now in office.

#### NEED FOR EXPANSION

The great disappointment of the year was the decision of the General Assembly of North Carolina not to provide means for the sorely needed enlargement of the Library building so urgently stressed by University officers, due to the anticipated defense needs of the State and Nation. Necessarily, the building situation will be vastly more serious at the close of the duration. Meanwhile, many tens of thousands of items must be boxed and stored in depreciatory uselessness, and adequate provision for study and research must be postponed. Expansion and increase of services, facilities and materials for students and scholars are fundamental needs which must be met at the earliest opportunity. However, there are hopeful outlooks in the democratic processes of American education. Among these is the belief of our Government that good books are as essential in war as in peace, and that in their absence we should be deprived of both the vision and the freedom which characterizes our American way of life.

#### DEFENSE INFORMATION CENTER

To the end that informative books and other forms of print might find their pertinent place in the national crisis, plans were made in the mid-summer of 1941 to establish in the Library a Defense Information Center adapted to the needs of citizenship understanding and participation. These reached fruition in the fall as a part of the University Center for Civilian Morale Service which was organized before Pearl Harbor was ravaged. On December 8, 1941, the Library's "Center" offered its special services to local readers and to citizens of the State.

#### FOUNDATION GRANTS

In March of 1941 the Library welcomed the action of the Carnegie Corporation of New York in making a joint three-year grant to Duke University and the University of North Carolina for the development of a regional library program in the Carolina area as indicated by regional needs demonstrated through interlibrary loan requests. Cooperative plans were developed for increased effectiveness in service to the colleges of the two Carolinas and in southern Virginia.

Throughout the year the Library rejoiced in a significant expansion of resources through the acquisition of Latin American materials made possible by the cooperative grant from the Rockefeller Foundation to the three Universities of Duke, Tulane and North Carolina described in the preceding report. An interesting account of the methods followed in promoting cooperative purchases and exchanges of duplicates, resulting in a total of 2,100 acquisitions for this Library, is available in the separate report made by Dr. Sturgis E. Leavitt, Coordinator of the project for North Carolina, for the year ending June 30, 1941.



## DISTINCTIVE GIFTS AND PURCHASES

*Gifts*

In addition to the gifts of money received for book purchases recorded elsewhere in this report, special attention is called to the significant action of the Directors (A. B. Andrews, Julien Wood, W. D. Pruden, Mrs. Anne S. Graham and the late Dr. R. B. Drane) of the Roanoke Colony Memorial Association in transferring to the Library the Association's assets of \$1529.12 for the purchase of materials relating to Sir Walter Raleigh and his Roanoke Island Colonies. The Library has long been eager to strengthen its rich holdings in this field and this gift should not only assist materially in this effort but also should stimulate others to share in developing a distinctive Raleigh collection in Carolina. Credit for the first response to this need goes to James Webb Cheshire who presented 17 rare items relating to Sir Walter Raleigh. The Library is also grateful to R. B. Downs for \$25 given to the Southern Historical Collection.

Gifts of books received from the Friends of the Library are reported under that heading. In addition, the Library gratefully records the following: 1080 volumes of general literature from the estate of Shirley Carter; a collection of books relating to religion and history, including a complete bound file of the *Journal of the Diocese of East Carolina, Protestant Episcopal Church*, 1883-1894, from the library of the late Dr. Robert Brent Drane; 276 volumes of biography, naval history and political science, as well as papers for the Southern Historical Collection, from Capt. Emmet C. Gudger, U. S. N.; 50 books on art from the library of Elihu Root given by Mrs. U. S. Grant III; 50 volumes of general literature and additions to the Peter Evans Smith manuscript collection from Burton Smith; 539 volumes of general literature from Mrs. A. S. Wheeler and Miss Gertrude James; the works of Emanuel Swedenborg in 32 volumes from Mr. Charles E. Witzel; 14 volumes on religion and general literature from Rev. R. G. Shannonhouse; 84 volumes of English literature from Mrs. W. S. Scott presented in memory of her son, John Walter Scott; *Handbüch der Kunstwissenschaften* from the Friends of Person Hall; the *Collected Papers* of the Osborn Zoological Laboratory from L. L. Woodruff; 100 volumes, including new editions of the *Dictionary of American Biography*, *Encyclopaedia of the Social Sciences* and Yale Chronicle series from the library of the late Holland Thompson and given by his son, Laurence Thompson; an interesting collection of old hymnals and song books used in North Carolina from Paul Green.

Among many important acquisitions to the Southern Historical Collection, particular attention is called to the following: the Louis M. DeSaussure diary and plantation record, the Harriet Berry Papers (under seal), the Key-Lenoir Papers, microfilm copies of the Barron Papers, the Richard Keith Call Papers (under seal), the Brevard Papers (under seal), the John Walker diaries, the J. G. M. Ramsey Papers, the B. J. Semmes Papers, and the Quincy Sharpe Mills Papers. Notable additions have been made to the following collections: Edward Porter Alexander, Alexander-Hillhouse, Mackay-Stiles, Bruce Cotten, Braxton Bragg Comer.

All of these gifts, as well as all included in the total of 3,361 gifts received during the year which cannot be listed here, have been acknowledged both formally and personally. The Library welcomes this opportunity to express again its gratitude. Gifts are essential, if the Library is to grow in strength and usefulness. Attention is called to the list of donors appearing near the end of this report.

### *Purchases*

Several purchases of materials of significance to scholarship and research were made during the past year. Among these acquisitions the following should be noted: University of Chicago's Oriental Institute publications in 60 volumes; a selection of foreign novels in English translation; *Publications* of the Oxford Historical Society in 44 volumes; early files of *Burns Chronicle and Club Directory*; *Papers* of the British School at Rome in 14 volumes; *La Pléiade Française* by Marty Laveaux in 20 volumes; *Histoire Générale Illustrée du Théâtre* by Dubech; *Dictionnaire Critique et Documentaire des Peintres, Sculpteurs . . . de tous les temps* by Bénézit; *Geschichte des Kunstgewerbes aller Zeiten und Völker* by Bossert in 6 volumes; *Die Altniederländische Malerei* by Friedländer in 14 volumes; *Altnordische Saga-Bibliothek* in 17 volumes; *Essai sur la Musique Ancienne et Moderne* by Laborde; *Trattato di Musica* by Tartini; *Art of Organ-Building* by Audsley; *Denkmäler deutscher Tonkunst* in 82 volumes; *Ornithologiae* by Aldrovandi, and *De Animalibus* by the same author.

Notable in interest are the following titles included in the total of 3,872 volumes accessioned during the year by the Periodicals Department: *Fundamenta Mathematicae*, 31 volumes; *Musical Times*, 65 volumes; *La Revista Católica*, 35 volumes; *Revista Chilena*, 24 volumes; *Rivista Musicale Italiana*, 42 volumes; and *Chile Universidad Anales*, 88 volumes.

### FRIENDS OF THE LIBRARY—MRS. COTTEN

The organization continued to function during the year much as heretofore. Incoming correspondence increased and more than six hundred letters were sent out by the Secretary, who also made nine addresses on library topics in as many widely separated parts of the State. The special page in the *Alumni Review*, reserved for the Friends of the Library, was discontinued, much to the regret of the membership.

The gift of pictures of old North Carolina homes, photographed by Frances Benjamin Johnston and presented to the Southern Historical Collection by Mr. and Mrs. John Sprunt Hill, greatly stimulated interest in North Carolina architecture. Mrs. Charles A. Cannon and Mrs. Burton Craige have made valuable additions to this collection. The Secretary made for the Southern Historical Collection a file of all available information regarding old North Carolina homes, their history and their location, without which the photographs could not have been taken. This file is by no means adequate, but it is the only thing of the kind in existence. With the cooperation of the Secretary, the Garden Club of North Carolina has published two books—*Old Homes and Gardens of North Carolina* (University of North Carolina



Press), *New Bern, Cradle of North Carolina* (Edwards and Broughton). A third will appear this fall, published by the North Carolina Society of Colonial Dames (University of North Carolina Press).

John Sprunt Hill continues to serve as Chairman, Frederic M. Hanes as Vice-Chairman and Mrs. Lyman A. Cotten as Executive Secretary.

#### REPORTS OF DEPARTMENTS AND SPECIAL COLLECTIONS

The activities of the several departments, departmental libraries and special collections are briefly summarized as follows:

##### ORDER DEPARTMENT—MISS LOVE

An increasing trust fund reserve has been set up by the Order Department to acquire when possible the more important foreign periodical subscriptions held up by the international situation. At present European purchases are received only from Great Britain. Released funds are assigned to the acquisition of much needed domestic serial and reference sets and the strengthening of new departmental collections. Significant acquisitions were made possible by the Rockefeller Foundation grant of \$25,000 to the Universities of Duke, Tulane and North Carolina for the cooperative development of Latin American studies, by the donation of \$455 received from the 1941 "Summer School" students from South America, by the gift of \$1529.12 from the Roanoke Colony Memorial Association for material relating to Sir Walter Raleigh, by the Carnegie Corporation grant made jointly to the Universities of Duke and North Carolina for exceptional research material greatly needed in this region, and by a special fund of \$300 budgeted by the English Department for sophomore class reserve titles. Other equally interesting gifts from many scores of donors should be mentioned, as well as specific purchases of important reference and research sets made possible by careful selection through departmental budgets.

##### CATALOGUE DEPARTMENT—MISS THOMPSON

The Catalogue Department has been handicapped by a loss and a shortage of skilled assistance, as well as by an increase of foreign language acquisitions and other items requiring more difficult cataloguing. Although 1800 more titles were listed, there was a decrease in the number of cards prepared for use, which totaled 62,006. A considerable number of transfers were handled, as well as additions to the Union Depository Catalogue.

##### CIRCULATION DEPARTMENT—MR. CALDWELL

The Circulation Department reports a total use of 505,013 volumes, a slight decrease of 1% at the Circulation Desk and a 2% increase in the Reserve Reading Room. Interlibrary lending went up 8.3 percent, with records of 2,984 requests and 2,123 loans. Demand for use of the 172 stack carrels again exceeded facilities, showing a term average of 266 and a peak assignment of 243 to graduate students and research workers. New stack permit cards were designed and issued.

## REFERENCE DEPARTMENT—MISS FAISON

As the main library building becomes more and more crowded, the administration of the Reference Department grows increasingly complex, resulting in the sharing of space and responsibility by four departments which originally were assigned to only one. Campus unrest and national concern were reflected also in the use of this department, which reported a decrease of 10 percent in total number of questions received from students. Increasing student objection to poor lighting facilities and the necessity of using the Main Reading Room as an undergraduate study hall at night contributed further to lessened reference use of the department. Requests for inter-library loans increased 15 percent, numbering 1920 volumes, of which 42 percent were borrowed from Duke University.

## PERIODICALS DEPARTMENT—MRS. SKAGGS

The Periodicals Department reports additions of 3,872 bound periodical volumes (77,830 total for the library), 4,162 current subscriptions, preparation of 5,000 cards for the serial catalogue, 5,988 volumes sent to the binderies, 18 new institutions added to the exchange list, 5,662 periodicals and 444 dissertations received, and 7,500 serials sent out by exchange. Definite increases were indicated in all of these activities. The department also answered 1,081 queries relating to the above materials and circulated 3,352 current numbers of magazines, as well as handling a considerable amount of bibliographical work. For nine months of the year, Mildred Davis served as Acting Head of the Department during the leave of absence granted to Mrs. Skaggs.

## DOCUMENTS DEPARTMENT—MR. SHEPHERD

Definite growth in recent years of the Library's holdings in state documents and federal publications accounts for the increase of productive research reported by the Documents Department. Additions have been made almost entirely by request and exchange, directed by a staff group working on a well defined plan to enhance the Library's collections. Accessions of the past year totaled 17,485 items. Much material now needed has become scarce and even rare, and special budget aid has become essential for further satisfying development. To other institutions 1,245 duplicates were sent on exchange. The Department's "Monthly Checklist of North Carolina Official Publications" circulated to 125 libraries. The continuing interest and help of Dr. W. S. Jenkins, of the Political Science Department, are again gratefully acknowledged.

*Microphotography Division*

Three important new pieces of equipment have been added to the Microphotography Division. Services to local readers and orders received from other libraries increased in number. Current issues on film are now received from two North Carolina dailies and a cooperative order is under way for filming the bound files of an important newspaper of the State. Budget consideration for this rapidly developing activity has become a necessity.



## LIBRARY EXTENSION DEPARTMENT—MISS ROBERSON

The activities of the Extension Department of the University Library are organized under the following groups: (a) the preparation of study outlines based on books of special interest for women's clubs and librarians; (b) the lending of books to non-residents; and (c) the operation of a bookshop within the walls of the Extension Library, for local readers. The work of the staff is divided into the following six categories: (1) administration; (2) reference work; (3) preparation of books and pamphlets; (4) accounts and records; (5) transportation material; and (6) management of the bookshop.

It was twenty-five years ago that the University began to help women's clubs with their study outlines. The first was a course on South America, prepared by a member of the History Department and published in 1917-1918. This year the same subject again is offered as one of the Library Extension Publication Series.

For the year 1940-1941 the following study outlines were published:

The United States in the World Crisis, by E. S. and J. L. Godfrey

The Old North State, by A. B. Adams

The Film, Yesterday, Today and Tomorrow, by Walter Spearman

Religion and Contemporary Life, by Dale Spearman

"Eyes South" (South America), by E. S. and J. L. Godfrey

Adventures in Reading, Fourteenth Series, by A. B. Adams

The department sent out during the year 19,172 pieces of mail, including 5,399 packages of books and pamphlets to clubs, readers, students, libraries, teachers and debaters; 4,263 packages of bulletins and study outlines; 142 debate collections, and 9,368 letters. Total items handled: 28,492, including 9,595 books, 7,028 pamphlets and 12,009 outlines.

The Bull's Head Bookshop, organized in 1928 to offer students, faculty and townspeople recent books largely unobtainable in the Library, continued its series of bookshop teas and informal book talks by visiting authors and faculty members, and ended the year with a good increase in business, showing a total of \$8,598 in receipts for sales and rentals.

## GENERAL COLLEGE LIBRARY—MRS. GODFREY

Advisory service in the General College Library revealed changing and enlarging trends in the reading interests and habits among first and second year students, particularly those concerned with the Social Science survey course. Various innovations in method of presenting books through use of open shelves and illustrative materials were tried throughout the year. The generous additions of eminently readable current books in the fields of history and social science stimulated much new interest among all groups of readers and led to definite plans for widening the scope of the room to include even more facilities and materials for browsing and leisure reading. High faculty interest again resulted in exceptional encouragement and assistance. A total of 79,451 books were lent for campus circulation.

## SOUTHERN HISTORICAL COLLECTION—DR. HAMILTON

Remarkable growth and enrichment of the holdings in the Southern Historical Collection are again reported, as well as completion of manuscript and publication of the *Guide to the Manuscripts in the Southern Historical Collection of the University of North Carolina*, which appeared in February as number 2 of volume 24 in *The James Sprunt Studies in History and Political Science* and as a project of the North Carolina Historical Records Survey. Use of this *Guide* by investigators, which indexes nearly 900 individual collections, has already demonstrated its high value to both scholar and institution. Special effort was made successfully this year to keep in close touch by correspondence with persons possessing valuable historical documents. The gratifying flow of material from those hitherto unknown to the department has continued, indicating the steadily widening knowledge and appreciation of the work centering in this Library. Further proof is shown by the increasing number of visiting scholars who use the Collection. In addition to many books, reports, pamphlets, newspapers, maps, prints and portraits, the Collection now includes more than 1 1/3 million pieces of manuscript which have been arranged and prepared for research use. Fully as many more have been promised for later delivery. Serious is the need of this department for adequate display and utilization of its amazing resources.

## NORTH CAROLINA COLLECTION—MISS THORNTON

Annual accessions for the North Carolina Collection included 637 volumes, 804 pamphlets, 2,223 continuation items, 2,606 clippings, and 54 maps and pictures. The most notable gift of the year came from the Roanoke Colony Memorial Association which established a fund to purchase materials relating to Sir Walter Raleigh and his Roanoke Island Colonies. This growing collection was further enriched by 17 valuable volumes presented by James Webb Cheshire. Many other important gifts were received from 97 other interested donors which are gratefully listed elsewhere. The continuing special financial support of John Sprunt Hill is again recorded with warm appreciation. Use of the North Carolina Collection for research work shows definite increase through reference service for graduate students at work on 56 current theses, as well as through aid given to increasing numbers of local and visiting historians and writers. Significant is the completion of the bibliography of North Carolina state documents of more than 5,000 entries, which has been under way for the past ten years.

## THE HANES COLLECTION—MR. COOK

During the year 1940-1941 six pieces of fifteenth century printing were added to the Hanes Collection, bringing the total to 542 items. The most important additions were Parts 2 and 4 of the *Summa* of Alexander de Hales printed by Anton Koberger in 1481-1482, and a fragment of the Latin Bible printed in Venice by Hieronymus de Paganinis in 1497.

All incunabula items have been arranged on shelves to conform with the numbering used in the printed checklist, *Incunabula in the Hanes Collection*



of the Library of the University of North Carolina. Most of these, in their protected cases, have been moved to the joint General College-Browsing Room on the main floor where they may be seen by visitors as well as by students.

Progress has been made in the arrangement and identification of the 16th and 17th Century imprints, not only to emphasize their illustrative value in the development of printing but also to reveal their subject content for reference use by scholars. A printed checklist of this material is under consideration as number two in the Hanes Foundation Publications. Increasing use has been made of printed and manuscript materials for exhibitions and illustrated classroom talks by members of the library staff and faculty. Helpful additions have been made to the collection of basic items relating to the history of the book and printing, including a selection of current publications.

#### COMMERCE LIBRARY—MRS. VON BECKERATH

The Commerce Library reported additions of 689 volumes and a circulation of 50,618, showing an increase of 2,618 over the preceding year. Among the accessions were 165 periodical volumes held unbound, awaiting adequate binding funds. The *Departmental News Sheet*, issued by the Library, was continued, as well as cooperative activities with other libraries and the Special Libraries Association. Important acquisitions included: *State and Local Tax Service*, published by the Commerce Clearing House, a 49 volume reference set; the *Commodity Year Book*, a new reference book; the *Industrial Reference Service*, which was inaugurated by Jesse H. Jones, Secretary of the Department of Commerce; and the improved and combined *Standard and Poor's Service*.

#### LAW LIBRARY—MISS ELLIOTT

The Law Library reports strenuous efforts to reinstate the state documents exchange arrangement and to begin a reorganization of the library for greater economy and efficiency. A new enabling act was passed by the Legislature giving greater freedom in making helpful exchanges, due in part to library staff activity. Much work was simplified and greater accuracy was obtained by listing and checking all session laws, statutes and state reports on the MacDonald Checklist of State Laws. This undertaking required considerable time and labor. The report includes a summary of considerations placed before the new administrators of the Law School and the University Library, as well as a listing of minor projects completed during the year, including checklisting of periodicals and other continuations, thorough renovation of shelves and use of new storage space.

#### GEOLOGY LIBRARY—MISS AVERITT

The use of the Geology Library last year showed a gratifying increase over previous years, taxing its facilities to the limit. There is an increasing interest at this time in minerals, and more and more people make use of the Geology Library. Particularly is this true of those in North Carolina

interested in mineral production. There has also been a large demand for books on meteorology. The Geology Library added to its collection last year 243 bound periodicals, 146 catalogued state reports, 126 other catalogued volumes, and 210 maps. The Library contains about 10,000 catalogued volumes. Lack of space requires that much material be stored on the floor. The department had shelves made to take care of important Canadian material which was transferred from the General Library. The needs of the department are really the needs of three separate departments—Geology, Geography and Mineralogy, and Petrology. Valuable gifts were received last year from Dr. W. F. Prouty and Dr. Joseph Hyde Pratt.

#### MEDICAL LIBRARY—MISS DOLVIN

The Schools of Medicine and Public Health continue to grow so rapidly that our present working collection in these fields is hopelessly inadequate to serve the research needs of the present staff and the continually increasing number of graduate students. The book stock now totals 7,395 volumes, 1,176 of which have been added this year. The major needs of the library are an adequate budget to serve the basic requirements, a full-time clerical assistant to handle desk work and free the time of the librarian for the more technical activities, and a library office in which this concentrated work can be carried on without constant interruption.

#### RURAL SOCIAL-ECONOMICS LIBRARY—MISS SMEDES

Current material in pamphlet and report form added materially to the strength of this special collection. Particular attention was paid to periodical resources which give distinction to the collection. The need of funds for additional book purchases is stressed in the report.

#### OTHER DEPARTMENTAL LIBRARIES

Reports from the special collections in the Departments of Art, Botany, Chemistry, Library Science, Mathematics, Music, Pharmacy, Physics, Psychology and Zoology provide a collective appeal for more adequate income, more adequate space and more adequate materials for study and instruction. Crowded conditions, seriously limited budgets and lack of basic books and periodicals demand attention. Art is struggling to organize its very slender resources for instructional work in newly offered courses without a stable budget or the services of a skilled librarian. Botany was obliged to enlarge its quarters, rearrange its materials and revise its records. Chemistry again requested professional services, larger book funds and more effective aid in strengthening its collections; reported good use of scholarship aid and continuing appreciation of the helpful interest of Mr. W. R. Kenan. Library Science was handicapped by a decreased budget for book materials. Mathematics and Physics in Phillips Hall were compelled to expand in space and shelving, partly by reducing book holdings; again appealed for needed equipment and basic books. Music was obliged to seek extra funds to obtain essential tools in print and repeated its request for staff help. Pharmacy and Psychology were distressed for lack of new materials. In



its new building Zoology settled into pleasing quarters; called for aid in classification and cataloguing of its collections. Few of the above appeals could be met. Special fields must necessarily languish unless strengthened by resources producing adequate growth in season.

#### EXHIBITIONS

Among the many interesting exhibitions arranged in library display cases, record should be made of the following:

- Information through public documents
- Modern fine printing
- Fiction with legal background
- History and development of aviation
- Southern Historical Collection (Lenoir collection)
- Hanes Collection—writing to printing
- Reporting, research and information agencies of government
- Latin American countries
- Recorded word—Ancient archaeology to microphotography
- Sir Walter Raleigh
- Publications of faculty and students
- Birds of Chapel Hill
- War in the Mediterranean
- War in the Balkans and Eastern Europe
- Early Greek artifacts
- University publications of interest to alumni
- War in the Orient
- Philippine weapons
- Two hundredth anniversary of periodicals in the United States
- Archaeology—Indian remains in North Carolina
- Personal belongings and correspondence of Confederate officers
- Brook Farm
- North Carolina maps
- America and the war

In addition, continuous use was made of other cases to display new publications; recent books on current problems; pictures and other art objects lent by Person Hall Art Gallery; books and materials lent by Bull's Head Bookshop and other friends of the Library.

#### STAFF CHANGES

On August 31, 1940 Carl M. White resigned the post of Librarian and was succeeded on April 15, 1941 by Charles E. Rush, previously Librarian of the Cleveland Public Library. Other resignations and replacements included: Elinor Walters (Extension Library) by Penelope Wilson; D. L. Freeman (Circulation Department) by W. R. Lansberg; R. B. Freeman (Circulation Department) by Elmer D. Johnson; Mrs. Harry W. McGalliard (Order Department) by Mary Cutlip; Katherine Skinner (Catalogue Department) by Bertha E. Cobb; Penelope Wilson (Extension Department) by Elizabeth J. Durham. Through promotion, O. V. Cook was trans-

ferred from head of the Circulation Department to Assistant Librarian and Acting Librarian; B. J. Caldwell from first assistant to head of Circulation Department; Mildred Davis from assistant to acting head of Periodicals Department; E. W. Brockman from junior assistant to supervisor in Circulation Department. New appointments included Dale M. Bentz, assistant Periodicals Department; Mrs. James L. Godfrey, librarian of the General College Reading Room; Roberta L. Cowles, junior assistant, North Carolina Room. Among the Junior Assistants, Clifford C. Barringer replaced E. W. Brockman, Joe B. Neely replaced Henry E. Dillon, Isaac T. Littleton replaced Lewis D. Vickers, Walter L. Siler replaced Allan Brown, John L. Snell replaced Stanley R. Walker, William Hamrick replaced George McDermott. Leaves of absence were granted to Miss Cornelia S. Love, Mrs. M. L. Skaggs and Miss Elizabeth H. Thompson.

## LIBRARY STATISTICS

1940-1941

*Acquisitions*

Gifts from individuals, societies and institutions .....	3,361
Documents, Federal and State (accessioned) .....	1,640
Exchanges (catalogued) .....	1,035
Bound volumes of periodicals .....	3,015
Volumes through purchase .....	8,813

Total number of volumes received .....	17,864
Total number of volumes withdrawn .....	1,203
Total number of volumes in Library on June 30, 1941 .....	403,051

*Circulation*

Books lent at desk in Main Library .....	136,605
Books lent in Reserve Reading Room .....	176,514
Books lent in General College Library .....	79,451
Books lent in Departmental Libraries .....	112,443

Total circulation in Chapel Hill .....	505,013
Circulation by mail to clubs, schools, individuals .....	19,124

Grand total circulation .....	524,137
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*Interlibrary Loans*

Volumes borrowed from other libraries .....	1,920
Volumes lent to other libraries .....	2,123

*Catalogue Department*

Total number of volumes catalogued .....	15,803
New cards added to main catalogue .....	41,564
New cards added to departmental catalogues .....	12,782
New cards for the Duke catalogue .....	7,660
Total number of catalogue cards made .....	62,006



## LIBRARY FINANCES

*Receipts*

Legislative appropriations by the General Assembly .....	\$ 94,059.62
Income from Trust Funds* .....	18,607.88
Received by gift .....	3,797.12
Miscellaneous receipts from fees and fines .....	3,034.38
Total receipts from all sources .....	<u>\$119,499.00</u>

\*Among these were the following: Alexander B. Andrews Fund \$53.43, Baskerville Memorial Fund \$12.40, Carnegie Regional Library Program Fund \$125.65, William Richardson Davie Fund \$458.01, Friends of the Library Association Fund \$325.85, General College Library Fund \$1,910.32, Hill Library Fund \$4,175, Kenan Chemistry Library Fund \$176.92, Charles E. Kistler Memorial Library Fund \$448.89, Library Upkeep Fund \$674.74, North Caroliniana Fund \$157.07, Race Cooperation Fund \$288.18, Rockefeller Latin American Study Fund \$3,383.29, F. A. Sondley Fund \$133.25.

*Expenditures*

From Legislative appropriations and miscellaneous receipts .....	\$ 96,310.69
Books, periodicals and binding** .....	\$25,500.00
Salaries and wages .....	59,841.00
Equipment .....	1,976.76
Repairs .....	249.96
Printing .....	2,399.97
Supplies and materials .....	3,443.10
Postage, telephone and telegraph .....	1,888.31
General maintenance .....	1,011.59
From income from trust funds and gifts .....	\$ 19,889.62
Books, periodicals and binding** .....	\$ 7,098.75
Salaries and wages .....	12,395.00
Printing .....	94.18
Materials and general maintenance .....	229.94
Postage, telephone and telegraph .....	71.75
Total expenditures from all sources .....	<u>\$116,200.31</u>

\*\*Total spent for books, periodicals and binding from all sources, \$40,865.75, including \$7,510.84 spent by other University departments for book materials and not shown as library receipts.

## LIST OF DONORS TO THE LIBRARY

Not including many others mentioned elsewhere

Q. E. Alfaro, Matt H. Allen, J. C. Andrews, Mrs. M. H. Ardis, Merle Armitage, Carroll Atkinson, M. Q. S. Aurelio, B. M. Baruch, V. A. Belaunde, J. W. Blodgett, Jr., Mrs. C. C. Bolton, A. T. Bonnell, Mr. and Mrs. E. S. Bowling, Mrs. W. H. Branch, H. V. Briesen, C. W. Brooks, H. C. Brown, H. W. Brown, E. C. Budd, J. B. Bullitt, H. M. Burlage, Mrs. J. K. Calhoun, W. B. Catlin, L. B. Chappell, C. F. Chute, D. S. Clark, E. A. Clauss, Mr. and Mrs. Colin Clements, Library of Collier Cobb, Library of N. T. Cobb, Jr., O. V. Cook, Alfonso Costa, D. P. Costello, J. N. Couch, W. F. Craven, B. F. Crawford, C. M. Crawford, Cora C. Curry, J. F. Dashiell, Chalmers G. Davidson, C. S. Davidson, Laurence Dennis, Henry Durant, Philip and Fanny Duschnes, Allan East, J. D. Eggleston, Mrs. M. J. Ellis, C. L. Eubanks, Mrs. E. C. Evans, Helen Ferris, C. J. Foley, Misses Frost, N. B. Gaskill, E. A. Genta, W. M. Greer, John Gifford, M. K. Graham, W. M. Grimes, E. R. Groves, G. G. Grubb, E. C. Gudger, C. L. Hall, J. G. deR. Hamilton, Cora A. Harris, T. R. Harrison, C. F. Heartman, Walter Heiby, Erwin Hexner, G. W. Hill, Jerome Hill, W. B. Hill, Florence B. Hilles, Mrs. W. T. Hines, Julius Hockman, U. T. Holmes, H. A. Hopf, R. B. House, George Howard, Jr., Louise Howard, E. M. Hulme, H. R. Huse, R. A. Izzo, W. S. Jenkins, A. C. Jennings, Mrs. Fred Jerome, Mrs. W. S. Jett, C. K. Jones, Mrs. Johnston King, E. W. Knight, Laura Krey, H. H. Laughlin, W. H. C. Laves, Mrs. G. W. Lay, S. E. Leavitt, L. F. London, Mrs. T. W. M. Long, J. M. McBryde, J. W. McCain, Jr., Mary McKibben-Harper, L. C. MacKinney, W. deB. MacNider, W. D. Mangum, James Marshall, Eleanor H. Mason, S. E. Massengill, W. G. Mather, J. F. Magoffin, Palvado Mendoza, Mrs. J. F. Minis, E. R. Moore, Merrill Moore, Family of A. F. Mullen, Library of C. E. Newby, E. L. Pennington, Edgar Pickard, P. S. Porohooskikou, Joseph Hyde Pratt, W. F. Prouty, R. C. Pruden, J. L. Rice, Guy Richardson, Martine Rittenhouse, W. D. Robinson, D. G. Rose, I. W. Rose, M. J. Rosenau, R. A. Ross, W. C. Ryan, J. P. Schinhan, Eugene L. Schwaab, J. W. Scott, Samuel Selden, N. G. Shinkokai, W. E. Simpson, A. P. Sloan, Jr., Henrietta R. Smedes, R. E. Smith, R. C. Sproul, A. M. Strickles, M. D. Taylor, J. A. Thomas, Laurence Thompson, Lawrence Thompson, A. J. Todd, William Van Wyck, Library of N. W. Walker, Wen Yuan-ning, W. A. Whitaker, H. A. Williamson, Library of H. V. Wilson, R. W. Winston, F. C. Wood, L. L. Woodruff, Frieda Wunderlich, S. S. Wyer.

The complete list of institutional donors is too long to publish here, but each gift has been acknowledged gratefully. Attention is called to the following: Argentine Government, Atlanta University Library, Brazilian Embassy, British Library of Information, Carnegie Corporation of New York, Carnegie Endowment for International Peace, Carnegie Foundation for Advancement of Technology, Carnegie Institution of Washington, Director de l'Ecole des Chartes, Central Bank of China, Davie Poplar Chapter, Daughters of the American Revolution, Duke University Library, Maurice and Laura Falk Foundation, General Education Board, Hispanic Foundation, Hispanic Society of America, Hoover Library on War, Revolution and Peace, Hozumi



Foundation, Universidad Nacional de Mexico, Milbank Memorial Fund, Norwegian-American Historical Foundation, Austin Riggs Foundation, Rockefeller Foundation, Rockefeller Institute for Medical Research, Julius Rosenwald Fund, Sigma Xi, University of North Carolina Chapter, Sullivan Memorial Library, Temple University, Tulane University, United Daughters of the Confederacy, Vassar College Library.

#### DOÑORS—NORTH CAROLINA COLLECTION

Raymond Adams, Mrs. G. G. Allen, Mrs. J. J. Andoe, A. B. Andrews, Mrs. Ellen D. Bellamy, F. F. Bradshaw, J. S. Bradway, C. S. Brimley, J. W. Cheshire in memory of J. B. Cheshire and R. B. Drane, J. McC. Clarke, Heriot Clarkson, J. E. Coit, R. E. Coker, O. V. Cook, Bruce Cotten, W. E. Cox, W. M. Dey, G. H. Dortch, R. B. Downs, J. D. Eggleston, E. E. Ericson, Robert Finch, W. O. Foster, Mrs. J. W. Freeman, T. R. Freeman, A. D. P. Gilmour, Louis Graves, Graves family from the library of R. H. Graves, Gordon Gray, Paul Green, Clarence Griffin, E. R. Groves, G. G. Grubb, E. C. Gudger, E. W. Gudger, James C. Harper, Harriet Herring, W. B. Hill, R. B. House, J. A. Hunter, J. B. Ivey, E. D. Johnson, G. B. Johnson, J. W. Jones, E. W. Knight, F. H. Koch, S. E. Leavitt, H. T. Lefler, R. B. Linker, R. E. Little, C. E. McIntosh, Wm. deB. MacNider, Mrs. I. H. Manning, A. J. Maxwell, Allen Miller, H. A. Moses, W. S. Myers, A. R. Newsome, I. T. Newton, Eugene Olive, Mrs. D. S. Padgett, Edwin Pate, L. B. Pearce, W. W. Pierson, M. Q. Plumblee, J. H. Pratt, C. E. Rankin, E. R. Rankin, Pat Ransom, Daughters of W. R. Ross in his memory, Phillips Russell, J. M. Saunders, R. B. Sharpe, Mrs. M. L. Skaggs, Betty Smith, Burton Smith, Mrs. Estelle Smith, Mrs. W. S. Stewart II, R. H. Stone, Mrs. Caroline Stringfield, Lawrence Thompson, M. F. Trice, Maude Waddell, C. C. Ware, Gertrude Weil, C. H. White, C. M. White, J. J. Whitley, R. M. Williams, J. L. Wilmeth, L. R. Wilson, Mrs. J. M. Windham, R. W. Winston, Sadie F. Wiswall, W. H. Woods, S. W. Worthington, A. T. Wyatt.

Omitted from this list are the names of societies, institutions and state departments, whose prompt response to requests has played a large part in the growth of the collection.

Respectfully submitted,

CHARLES E. RUSH, *Director and Librarian*

#### MEMBERS OF THE LIBRARY STAFF ON OCTOBER 1, 1941

CHARLES E. RUSH, *Director and Librarian*

OLAN V. COOK, *Assistant Librarian*

MRS. EDNA A. LANE, *Administrative Assistant*

LAWRENCE F. LONDON, *Research Assistant*

ELIZABETH H. THOMPSON, *Head, Catalogue Department*

MARY BROOME, *Assistant*

BERTHA E. COBB, *Temporary Assistant*

MRS. STUART NOBLIN, *Assistant*

LOU SHINE, *Assistant*

B. J. CALDWELL, *Head, Circulation Department*  
W. R. LANSBERG, *Assistant*  
ELMER D. JOHNSON, *Assistant*  
MRS. HERBERT VON BECKERATH, *Librarian, Commerce Library*  
G. F. SHEPHERD, JR., *Head, Documents Department*  
NELLIE ROBERSON, *Head, Extension Department*  
ELIZABETH J. DURHAM, *Assistant*  
SALLIE FOARD MACNIDER, *Assistant*  
ANNIE PICKARD, *Assistant*  
MRS. P. H. WINSTON, *Assistant*  
MRS. CHARLES VALENTINE, *Manager, Bull's Head Bookshop*  
MRS. JAMES L. GODFREY, *Librarian, General College Reading Room*  
EDITH AVERITT, *Librarian, Geology Library*  
LUCILE ELLIOTT, *Librarian, Law Library*  
MRS. B. G. LUMPKIN, *Assistant*  
ERNESTINE KENNETTE, *Librarian, Mathematics and Physics Library*  
AGNES DOLVIN, *Librarian, Medical Library*  
MARY L. THORNTON, *Curator, North Carolina Collection*  
ROBERTA L. COWLES, *Junior Assistant*  
CORNELIA S. LOVE, *Head, Order Department*  
MARY E. CUTLIP, *Assistant*  
MRS. M. L. SKAGGS, *Head, Periodicals Department*  
SARAH F. COCKEY, *Assistant*  
MILDRED DAVIS, *Assistant*  
GEORGIA H. FAISON, *Head, Reference Department*  
MRS. ROBERT P. WEED, *Assistant*  
HENRIETTA SMEDES, *Librarian, Rural Social-Economics Library*  
J. G. DEROUHAC HAMILTON, *Director, Southern Historical Collection*  
MRS. LYMAN A. COTTEN, *Curator of Manuscripts*  
MRS. J. P. WATTERS, *Assistant to the Director*

*Junior Assistants, Circulation Department*

CLIFFORD C. BARRINGER  
FRED W. DOCK  
E. WILLARD HAMRICK  
ISAAC T. LITTLETON  
JOE B. NEELY  
OLIVER H. ORR  
HOWARD S. SEXTON  
JAMES E. SKIPPER  
WALTER L. SILER  
JOHN L. SNELL  
FRANK C. WOOTEN



# REPORT OF THE DIRECTOR OF THE SCHOOL OF LIBRARY SCIENCE

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*To the President of the University:*

I have the honor to present the tenth annual report of the School of Library Science for the academic year, 1940-1941, the Summer Session of 1941, and the opening of the session of 1941-1942. The most important event of the year because of the opportunities which it will make possible in the development of the School is the gift from the Carnegie Corporation of New York of an endowment fund of \$100,000. This fund has been invested and the income is now available for the use of the School.

The North Carolina Library School Alumni Association at its annual business meeting, June 1941, announced that its scholarship fund had reached sufficient proportions to make it possible to award one tuitional scholarship for the year, 1941-1942. This has been done. The School is very appreciative of the interest of the Association and of its fine spirit of cooperation in providing this fund. A committee of the Association makes the award from a list of applicants recommended to them by the School faculty.

This report has attempted to present a picture of the work and the needs of the School. The changes and the progress which have been made will be treated under their appropriate headings. An added full-time instructor, another office, a second classroom, a larger fund for books and equipment, and an allowance for visiting lecturers are the urgent present needs. An additional instructor, whose special interest is the field of school librarianship, could offer the one course which is needed in order that students in the College of Arts and Sciences who wish to prepare themselves for the position of teacher-librarian in schools too small to employ the services of a full-time librarian, may have a minor in library science during the regular session. The instructor would also offer the special course in school library administration now added to the already full schedule of the instructor in book selection. The income from the Carnegie Endowment would take care of this additional faculty member.

The School suffers in common with the University Library from lack of space. Despite the growth of the School during the ten years of its existence, only one small room has been added to its original quarters. An expanding curriculum makes the addition of another classroom a necessity. Office space is also badly needed.

During the Summer Session when the enrollment is highest the need for more space is greatest. In the past additional space has been provided through the use of classrooms in nearby buildings, but the fact should be recognized that library science courses frequently require the use of large numbers of books for class demonstration and examination. For this reason all the School classes should be held in the Library Building.

## STUDENTS

For the academic year 1940-1941 there was an average of 27 <sup>2</sup>/<sub>3</sub> students enrolled each quarter. A total of 25 was graduated in June, 1941, consisting

of 2 men and 23 women. The enrollment for the Summer Session of 1941 was one hundred and two, forty-four of whom came for both terms. Forty-six of these were candidates for the library science degree, forty-nine were teacher-librarians, and seven were special students. Eleven of these students completed the work and were awarded degrees in August, 1941. Seventeen completed 12 semester hours in library science, the requirement for a teacher-librarian's certificate in most states.

Members of the June, 1941 graduating class came from 9 states and the District of Columbia; members of the August class from 6 states. The June class represented 22 colleges; the August class, 10.

The total enrollment for the fall quarter of 1941 is 33. Of this number 3 are men, 28, women. Thirty-one are full-time students and 2, part-time. They represent 24 colleges and universities. The geographic distribution is as follows: North Carolina, 13; Florida and Mississippi, 3 each; Kentucky, Ohio, South Carolina, and Virginia, 2 each; Georgia, Illinois, Indiana, Maryland, Missouri, and Pennsylvania, 1 each. By contrast with other classes more Middle Western states are represented this year than are usually. Unfortunately two full-time students and one part-time student had to withdraw early in the quarter, leaving 30 in the class at the time of the writing of this report.

The graduating class for the Regular Session has varied in size from 16 in 1935 to 35 in 1939; for the Summer Session, from 10 in 1939 to 18 in 1940.

#### ALUMNI

The alumni now number 323, 177 of whom are North Carolinians. Two hundred and thirty-three (72 per cent) are actively engaged in library work. Ninety-six of the 233 (41.2 per cent) hold library positions in North Carolina. Nine years ago, September 15, 1932, a year after the School opened, there were 29 alumni, 17 (including one teacher-librarian) of whom were actively engaged in library work, 11 of them in North Carolina. Although there were trained librarians in North Carolina long before this School was established and there are, of course, trained librarians from other library schools in the state now, the presence of a library school in the state has probably increased the interest in libraries and library services. Contrasting the number of alumni in active library work in the Southeast: in September, 1932 there were 15; now there are 183.

The distribution of the 233 alumni by type of library is as follows:

#### School libraries:

In North Carolina .....	30
Elsewhere .....	27

#### Teacher-librarians

In North Carolina .....	4
Elsewhere .....	2

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63                      27.04%



## College libraries:

In North Carolina .....	13	
Elsewhere .....	29	
	—	
	42	18.02%

## University libraries:

In North Carolina .....	20	
Elsewhere .....	19	
	—	
	39	16.74%

## Public libraries

(including W. P. A. and  
Camp libraries)

In North Carolina .....	23	
Elsewhere .....	51	
	—	
	74	31.76%

## Special libraries:

In North Carolina .....	6	
Elsewhere .....	9	
	—	
	15	6.44%

As is to be expected with so large a proportion of women among the alumni, the number who are married and living at home increases from year to year. Of the 90 alumni who are not working in libraries, 50 are married women living at home, twenty-six are unemployed but desire positions. The per cent of alumni desirous of working in libraries who had library positions on September 15, 1941 was 89.9 per cent. Later in the year as the graduates of June, 1941 find positions the per cent will no doubt be higher. The August graduates are practically all school or teacher-librarians. As a rule they come from positions or secure them during the summer.

W. P. A. Library Projects are taking an increasing number of the alumni for positions as District Area Supervisors and Assistant District Area Supervisors. Seven alumni now hold such positions. Army camp libraries are a new field. So far only two alumni are camp librarians, although a third has recently gone to be librarian at a permanent naval base. In the above statistics these W. P. A. and camp library positions are included among the figures for public libraries, the one naval base librarian with Special Libraries.

Now that the fifteenth class\* has graduated it is interesting to note: (1) that of the 323 alumni, 54 (16.71 per cent) received their first bachelor's degree from this institution; (2) that students have come from 27 states and the District of Columbia; and (3) that graduates are working in libraries in 29 states and the District of Columbia. Six of the alumni have secured master's degrees, 2 in library science and 4 in an academic field. Eleven, 2 in

\* Ten classes from the Regular Session, 5 from the Summer Session.

an academic field, are now working towards master's degrees. This is exclusive of the 23 who entered the School with a master's degree.

#### PLACEMENT SERVICE OF THE SCHOOL

The ninth report was the first one to mention the placement service maintained by the School. For this reason statistics for comparative purposes are limited. The available figures, however, may be of interest:

Positions filled by the School in:	1938	1939	1940*	1941
Public libraries .....	3	12	7	9
School libraries .....	8	7	6	9**
College libraries .....	6	8	6	5
University libraries .....	6	1	7	8
Special libraries .....	0	0	0	3
Total	23	28	26	34

A beginning has been made in recording statistics for not only the type of library to which the alumni go, but for the type of work which they do. The figures for 1940-1941 given below show what has been done in this respect:

	Pub. lib.	Sch.	Col.	Univ.	Spec.	Total
Administrative work*** .....	3	9**	0	0	0	12
General assistant .....	3	0	2	1	2	8
Cataloging .....	1	0	0	0	0	1
Children's work .....	1	0	1	0	0	2
Circulation work .....	1	0	2	2	0	5
Documents .....	0	0	0	0	0	0
Order .....	0	0	0	1	0	1
Reference .....	0	0	0	2	1	3
Serials .....	0	0	0	2	0	2
	9	9	5	8	3	34

There were 57 requests for recommendations in 1941, the outcome of which is not yet known. It is assumed, however, that the position was either filled elsewhere or failed to materialize. These openings were distributed as follows: public libraries, 26; school libraries, 9; college libraries, 17; university libraries, 3; special libraries, 2.

For the years 1938, 1939, and 1940 as stated in the ninth annual report the total number of requests for recommendations not filled by alumni from the School was 30, 64, and 20 respectively; for the year 1940, the figure is 41. It may be analyzed as follows:

\* Date for report changed, hence 1940 is not a full year.

\*\* This includes 7 senior high school librarians; 1 junior high school librarian; 1 teacher-librarian.

\*\*\* This includes the chief administrative officer only, heads of departments are classified with their type of work, e.g., reference.



	Pub. lib.	Sch.	Col.	Univ.	Spec.
Position filled elsewhere .....	13	0	5	2	4
No qualified graduate available .....	3	6	0	0	2
Opening did not materialize .....	3	1	1	1	0
	—	—	—	—	—
	19	7	6	3	6

These figures would seem to indicate that more students should be directed towards public and school library work. In 9 instances as shown above there was no one available to recommend for a position. In the case of the openings in special libraries it is rather a matter of recruiting students with more varied academic specialization.

Since 1937, alumni have filled positions in 16 states, in 9 states in 1941 alone. In a number of instances it was noted that the position under consideration was filled by a local person or by someone near enough to the interested library to go for an interview. The importance of personal interviews in securing positions was thereby emphasized. Incidentally this factor is also shown by the number of graduates of this School who have received appointments in the New York Public Library, the District of Columbia Public Library, and the Enoch Pratt Free Public Library. The appointment frequently came as a result of an interview with the student during the annual spring trip to these respective libraries.

The growth in the per cent of alumni who are placed is shown below by years:

1933	49 per cent	1938	not recorded
1934	65 per cent	1939	94.35 per cent
1935	81 per cent	1940*	91.26 per cent
1936	81.7 per cent	1941	89.9 per cent
1937	82.2 per cent		

The figures at present are far too few to warrant drawing any conclusions. The School believes that through the compilation of such data it will be in a better position to interpret present library trends, to plan its curricula, and through the evaluation of the professional aptitudes and academic backgrounds of its students to direct them more wisely in the selection of their courses.

#### STAFF

Miss Emily Biddle Meigs, who offers the courses in book selection, was granted a leave of absence for the Winter Quarter. Dr. Helen L. Butler, who had been on the staff for the Summer Session of 1936 carried these courses for the Winter Quarter and remained to give the course in School Library Organization and Administration during the Spring Quarter. Miss Meigs offered the course in the history of books and libraries besides her usual course in Children's literature during the Spring Quarter.

Miss Eleanor Pearce of the Class of 1940, who served as Reviser-Librarian

\* Date for report changed, hence 1940 is not a full year.

for 1940-1941, left the first of the summer to be married and Miss Laura Reed, who held this position formerly and who is now Assistant Librarian, Georgia State College for Women, Valdosta, served as Librarian of the School during the Summer Session.

Mrs. Marion Healy, Secretary, resigned effective September 1st that she might accompany her husband to his new position. During Mrs. Healy's regime a great deal was accomplished in organizing office routines, instituting proper business records, and systematizing the work of advance enrollment of summer session students. She is succeeded by Miss Jean Freeman, a graduate of The Woman's College, who is proving herself a very capable executive secretary. Miss Margaret Allman of the Class of 1941 has been appointed as Reviser-Librarian for the academic year.

*Staff Participation in Professional Activities:*

Miss Lucile Kelling served as Chairman of the Reference Section of the Southeastern Library Association, 1939-1940; Chairman of the Education for Librarianship Committee of the North Carolina Library Association, 1940-1941, and is now serving as Chairman of the Committee on Constitution and By-Laws for the Reference Section of the Southeastern Library Association. She attended the meetings of the Southeastern Library Association at Savannah in October, 1940 and gave a talk at the February, 1941 meeting of the Virginia Southside County Librarians.

The Director is Chairman of the Subcommittee on Library Terminology of the Editorial Committee of the American Library Association which is preparing a glossary of library terms; was a member of the Committee on Library Personnel of the North Carolina Library Association for 1939-1941, and Chairman of the Nominating Committee of the Professional Training Section of the American Library Association for 1941. She spoke at the School Librarians Section of the North Carolina Education Association in Greenville in October, 1940; attended the Conference on the training of negro librarians held at Atlanta University, February, 1941; and led the discussion at the Catalog Section Meeting of the North Carolina Library Association in October, 1941.

#### SUMMER SESSION

The enrollment of the past Summer Session is discussed in the section on students. As indicated in previous reports there are two programs offered, namely, the one for candidates for the library science degree and the one for teacher-librarians (teachers who have a lighter teaching load and give part of their time to the school library). While the immediate emergency is past as regards training school librarians and teacher-librarians for the accredited high schools by a certain date, yet definite plans should now be made to meet the turnover and the continuing demand for full-time school librarians and for teacher-librarians in both the Regular and the Summer Sessions. The records of the placement service of the School show that this need has not yet been met. An added instructor is necessary to further develop this work.

Respectfully submitted,

SUSAN GREY AKERS, *Director*

November 29, 1941



# Forms of Bequest

For the increasing number of friends of the University desiring to provide for the growing needs of the Library through gifts and bequests, the following forms are suggested for those who plan to remember Carolina in their wills.

## *(General)*

I give and bequeath to the Trustees of the University of North Carolina the sum of ..... dollars to be used (or, the income to be used) for the University Library at Chapel Hill and at the discretion of the Librarian and the Administrative Board of the Library.

## *(Specific)*

I give and bequeath to the Trustees of the University of North Carolina the sum of ..... dollars to be used (or, the income to be used) for the University Library at Chapel Hill and for the following purposes ..... (Here specify the purposes for which the bequest, ..... or the income therefrom, is to be used) .....

(A competent lawyer can be helpful in the preparation of the will and in the supervision of its execution, especially in meeting all the requirements of the law of the state in which the maker of the will resides. Wise is the donor who gives considerable latitude in the use of any fund established by bequest, in order that future changes of circumstances may not impair the usefulness of the gift. The Librarian, or the Controller of the University, will be glad to make suggestions and to assist when specified purposes are desired in proposed bequests. The Library welcomes and uses effectively other gifts in cash or trust fund form given in honor, or in memory, of individuals, and for general or special purposes.)

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